



HU LONG TEMPLE

SCHOOL OF CHINESE MARTIAL ARTS & WELLBEING

REGISTERED UNDER THE BRITISH COUNCIL FOR CHINESE MARTIAL ARTS (BCCMA) AND THE SAFEGUARDING CODE IN MARTIAL ARTS

CHILD PROTECTION & SAFEGUARDING POLICY 2023

TO BE USED IN LINE WITH THE BRITISH COUNCIL FOR CHINESE MARTIAL ARTS 'CHILD PROTECTION AND SAFEGUARDING POLICY' 2019



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Definitions

Child Anyone who is under the age of 18.

Young Person Anyone between the age of 16 to 18.

Safeguarding The process of protecting people from abuse or neglect and placing preventions to protect people's health and wellbeing.

Abuse A form of maltreatment of a person and a violation of an individual's human and civil rights by another person or persons. Someone can be inflicting harm, or failing to act to prevent harm. Abuse can be within the family or an institutional, education or community setting by those known or, in some rare cases, unknown to them (for example, people on the internet). Abuse can take place by other adult(s), or another child or children. Abuse can happen to anyone.

Types of Abuse and Neglect

Children may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. These threats can take on a variety of forms such as:

- Physical abuse
- Sexual abuse (Online and Offline)
- Emotional abuse (Online and Offline)
- Neglect
- Bullying (Online and Offline)
- Influences of extremism leading to radicalisation
- Exploitation by criminal gangs and organised crime groups
- Trafficking
- Online abuse
- Sexual exploitation

Further explanations on abuse and how to spot the signs can be found in 'Appendix I' and 'Appendix II'.

Key Legislation

Due to working closely with children and vulnerable adults, safeguarding is an important responsibility Hu Long Temple takes very seriously. This means both Shifu Matt Bindon (Head Teacher and Safeguarding Lead) and Kim-Leng Hills (Deputy Safeguarding Lead) are kept up to date with relevant legislation and qualifications. Some key pieces of legislation and guidance are:

- The Children Act 1989
- The Children and Social Work Act 2017
- The Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguarding Children 2018
- Keeping Children Safe in Education 2018
- GDPR and the Data Protection Act 2018
- Information Sharing: Advice for Practitioners 2018
- Sexual Violence and Sexual Harassment Between Children in Schools and Colleges (guidance document) 2018
- Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- Childcare Act 2006 (amended 2018)

Policy Statement

Hu Long Temple School of Chinese Martial Arts and Wellbeing (aka “Hu Long Temple”) acknowledges the duty of care to safeguard and promote the welfare of children, young people and adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and British Council for Chinese Martial Arts (BCCMA), the NSPCC Child Protection in Sport Unit (CPSU), the Safeguarding Code in Martial Arts (SCiMA), and the Active Devon Safeguarding requirements.

The policy recognises that the welfare and interests of children, young people and adults at risk are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children, young people and adults at risk:

- Have a positive and enjoyable experience of sport at Hu Long Temple in a safe and child / adult at risk centred environment
- Are protected from abuse whilst participating in Chinese Marital Arts and Qi Gong or outside of the activity.

Hu Long Temple acknowledges that some children, including children with communication difficulties, learning disabilities or difficulties, unaccompanied children and young people, refugees or those from ethnic minority communities, children who are victims of modern slavery and/or trafficking, and adults at risk, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy, Hu Long Temple will:

- Promote and prioritise the safety and wellbeing of children, young people and adults ensuring they are listened to, respected and taken seriously, whatever their level of development or communication, age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and response to signs of abuse, neglect and other safeguarding concerns relating to children, young people and adults
- Ensure that any Instructor, official, volunteer or any other person assisting with young people and at risk adults’ activities are enhanced DBS checked, understands the Code of Conduct, has read and understood the Safeguarding Policies and are able to provide patience, understanding and encouragement.
- Meet the requirements of relevant legislation and sector guidance such as ‘Working Together to Safeguard Children (2018)’, ‘The Care Act (2014)’, the Children’s Acts (1989-2004), the ‘Standards for Safeguarding and Protecting Children and Young People in Sport’ as by the CPSU (for all key legislations followed see Appendix III)
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern. This is by following procedures implemented by the CPSU, Active Devon, Local Safeguarding Adults Boards and the Devon

Children and Families Partnership (see Flowcharts)

- Ensure that confidential, details and accurate records of all safeguarding concerns are maintained and securely stored
- Prevent the employment/deployment of unsuitable individuals
- Ensure robust safeguarding arrangements and procedures are in operation.
- Ensure that our sport is inclusive and make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring and review.
- The rights, dignity and worth of all children, young people and adults are respected.
- We recognise that ability and disability can change over time, such that some children, young people and adults may be additionally vulnerable to abuse, in particular those with care and support needs.

The policy and procedures will be widely promoted and are mandatory for everyone involved in Hu Long Temple. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from Hu Long Temple. It is therefore important for all Hu Long Temple members and their parents / guardians sign and date the signing sheet to acknowledge they have read and understood the contents of this document.

Employees and Volunteers

Hu Long Temple School of Chinese Martial Arts and Wellbeing does not have a constitution and does not have a management committee. It is a traditional Chinese Martial Arts school founded and run by:

- ▶ Shifu Matt Bindon - **Headteacher**

Hu Long Temple does not currently employ anyone, but has Assistants to the Instructor(s) who are advanced students already training within Hu Long Temple and members of the BCCMA. The only advanced student who is allowed to teach unsupervised is Kim-Leng Hills (Safeguarding Lead and Advanced Level 3 Coach with the BCCMA) who is certified and enhance DBS checked. All other advanced students must be under supervision at all times by the Headteacher.

The term 'volunteer' relating to the Police Act 1997 (criminal records) Regulations 2002 as:

“ANY PERSON ENGAGED IN AN ACTIVITY WHICH INVOLVES SPENDING, UNPAID (EXCEPT FOR TRAVEL AND OTHER APPROVED OUT-OF-POCKET EXPENSES), DOING SOMETHING WHICH AIMS TO BENEFIT SOME THIRD PARTY AND NOT A CLOSE RELATIVE.”

Although Hu Long Temple does not take on any Volunteers or Staff, there is a 'Code of Conduct For Employees and Volunteers' given and signed to all employees and volunteers in case Hu Long Temple chooses to do so.

In accordance to 'Working Together to Safeguard Children 2018 - A child centred approach to safeguarding', all Staff, Volunteers or Practitioners will follow the guide set out by young people to provide:

- ▶ **Vigilance:** to have adults notice when things are troubling them.
- ▶ **Understanding and action:** to understand what is happening; to be heard and understood; and to have that understanding acted upon.

- ▶ **Stability:** to be able to develop an ongoing stable relationship of trust with those helping them.
- ▶ **Respect:** to be treated with the expectation that they are competent rather than not.
- ▶ **Information and engagement:** to be informed about and involved in procedures, decisions and concerns and plans.
- ▶ **Explanation:** to be informed of the outcome of assessments and decisions and reasons when their views have not met with a positive response.
- ▶ **Support:** to be provided with support in their own right as well as a member of their family.
- ▶ **Advocacy:** to be provided with advocacy to assist them in putting forward their views.
- ▶ **Protection:** to be protected against all forms of abuse and discrimination and hte right to special protection and help if a refugee.

Hu Long Temple works with adults, children and their families who may be considered as 'at-risk', where staff and volunteers work exclusively with them. These individuals may be under the 'Early Help' criteria who:

- ▶ Is disabled and has specific needs.
- ▶ Has special educational needs (whether or not they have a statutory Education Health and Care Plan)
- ▶ Is a (young) carer
- ▶ Is showing signs of being drawn into antisocial or criminal behaviour, including gang involvement and association with organised crime groups
- ▶ Is frequently missing/going missing from care or from home
- ▶ Is at risk of modern slavery, trafficking or exploitation
- ▶ Is at risk of being radicalised or exploited
- ▶ Is in a family circumstance presenting challenges for the child/adult, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- ▶ Is misusing drugs or alcohol themselves
- ▶ Has returned home to their family from care
- ▶ Is a privately fostered child

Hu Long Temple understands that no single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action. Hu Long Temple commits to complying to the published arrangements set out by the Devon Children and Families Partnership (or the local safeguarding partners of the area Hu Long Temple may be working within the UK at the time).

Coaches' Responsibilities

The only individuals who are certified and enhanced-DBS checked at Hu Long Temple for the role of Instructors are Shifu Matt Bindon and Kim-Leng Hills who are both Level 3 Advanced Coaches with the BCCMA.

Senior students who assist classes are all enhance DBS checked. Hu Long Temple has its own style / system Instructor certification by the North Shaolin Temple, China, and the British Karate Association for Shifu Matt Bindon and is recognised and insured under the BCCMA as an Instructor. Shifu Matt Bindon and Kim-Leng Hills are required to adhere to the BCCMA Coaches Requirements for certification and qualifications.

Children and Young People in Chinese Marital Arts

Hu Long Temple have two separate CPSU qualified Safeguarding Officers. These are:

Shifu Matt Bindon and Kim-Leng Hills

Hu Long Temple understands that by participating in Chinese Marital Arts, a risk is involved with regards to personal injury. Countermeasures are put in place to ensure that these risks are mitigated for adults and eliminated for children and young people. Hu Long Temple ensures that all its members are covered under the BCCMA Student Membership and Insurance. In cases where individuals are 'trying out' a lesson, Hu Long Temple has its own 'Public Liability' policy which covers an individual for up to 4 lessons, or per workshop (any lesson over 2 hours). All individuals who wish to participate, as well as parents and guardians/carers, are asked to read through and sign the form to fully understand the terms, if anyone wishes not to sign the form, they will not be allowed to participate. After 4 lessons, it is mandatory for an individual to purchase their BCCMA Student Membership License through Hu Long Temple. If the individual does not wish to purchase a BCCMA Student Membership License, they will no longer be allowed to participate. This is due to the Instructor Insurance policy being invalid if an individual has already trained for 4 sessions with Shifu Matt Bindon without them being covered by insurance prior to becoming a member.

Hu Long Temple teaches Chinese Martial Art techniques in the context of self-defence, core-strength, improving balance, stamina training, flexibility, coordination, improving health and wellbeing amongst many other skills. For children, physical contact is kept to a minimum and with focus on the individual's personal development. Where parents attend classes with their children, they are encouraged to participate and to work with their children specifically where contact is necessary but only when sufficient technical skills in Chinese Martial Arts has been acquired and assessed. A female assistant instructor, Kim-Leng Hills, is also available to work with children and females where there may be cultural or religious concerns.

Tao Lu (forms) training, which can include the use of weapons, allows students to advance their coordination, foundation skills, stamina, strength and balance. It is also an excellent way to understand how to move fluidly and eventually learn the application of individual movements within a sparring context. Advanced forms and weapons are not introduced to children, young people and adults until they can demonstrate physical technical knowledge and understanding. Weapons especially are taught under close supervision in a large training hall and are not taught if it is deemed the student may put themselves or others at risk in any way. Internal and external body conditioning is taught as part of the syllabus in order to help the body develop and build resilience in a healthy way. This is also closely monitored and students are encouraged to self assess their ability as well as communicate when to stop.

Only when an student member has reached an advanced area of development, semi (light) contact sparring is introduced as part of Sanda training with a rigorous training structure involving pad-work, core-strengthening exercises, stamina training and sparring. Semi-contact sparring is the only form of sparring available to under 17 year olds where children and young people are only allowed to spar if they wear a head guard, shin pads, gloves, gum-shield and body armour. Eventually, the semi-contact sparring will transition to full-contact sparring when the student is 18 or above, feels competent, and wishes to do so.

A 'Complaints Policy' can be found in the Appendix if a member, coach or volunteer of Hu Long Temple and / or the BCCMA have any concerns.

Effective Practice

As highlighted by the BCCMA Child Protection Policy (2019) Section 22, effective practice within Hu Long Temple is demonstrated by:

- Always working in an open environment by avoiding private or unobserved situations and welcoming open communication and no 'secret keeping'.
- Treating all children, young people and adults equally, with respect and dignity.
- Always putting the welfare of each child, young person or adult, before winning or achieving goals.
- Maintaining a safe and appropriate distance with children and young people.
- Building balanced relationships based on mutual trust which empowers children and young people in the decision-making process.
- Making sport fun, enjoyable and promoting respect.
- Ensuring that if any form of mutual/physical support is required, it should be provided openly and according to guidelines provided by the BCCMA. Care is needed, as it is difficult to maintain hand positions when the child or young person is constantly moving. Young people and children and parents/carers should always be consulted and their agreement gained.
- Keeping up to date with technical skills, qualifications and insurance in sport.
- Involving parents or carers wherever possible. If groups have to be supervised in the changing rooms, always ensure parents/carers/coaches/volunteers work in pairs.
- Ensuring that if mixed gender participants are taken on residential or transport they should always be accompanied by a male and female member of staff (and to be highly vigilant that same gender abuse can occur).
- Ensuring that at competitions or residential events, adults should not enter children or young people's rooms. Adults should also not invite a child or young person into their room.
- Being an excellent role model — this includes not smoking, drinking, substance misuse or taking performance enhancing substances in the company of children and young people and promoting a healthy diet.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and children — avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act in loco parentis if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of treatment given (See Appendix for Incident Report Form and Accident Record).

- Where an Instructor (or Coach) witness an injury this must be reported to the parents at the first opportunity.
- Requesting written parental consent if young people and children are required to be transported in coaches/instructors/officials/team-mates' vehicles.
- For all text, email or phone communication with regards to the child, young person to be via the parent/guardian/carer.
- To refrain from private messaging a child, young person via social media and to make any form of communication on social media public so parents/guardians/carers can see it.
- To have two adults present in the training hall at all times when a child or young person is present. It is never appropriate to have one responsible adult on their own with a child or young person, or groups of children or young people (See 'Instructor to Student Ratio').

A 'Code of Conduct for Members' as well as a 'Code of Conduct for Parents / Carers' are both always given to any member who attends.

Practice to Avoid

- Avoid transporting young people and children in your car unless in a medical emergency.
- Avoid spending time alone with young people and children.

If a situation arises where this is unavoidable, ensure that the person in charge of the event or activity, and the individual's parents / carers are aware of where you are and who you are with.

Inappropriate Practice

As highlighted by the 'BCCMA Child Protection Policy (2019) Section 27', the following should never be implemented by Hu Long Temple or its members:

- Taking young people and children to your home where they will be alone with you.
- Engaging in rough, physical or sexually provocative 'games' or behaviour.
- Share a room with a young person or child.
- Allow or engage in any form of inappropriate touching.
- Allow young people and children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a young person or child.
- Reduce a young person or child to tears as a form of control.
- Allow allegations made by a young person or child to go unrecorded or not acted upon.

- Do things of a personal nature for young people or child that they can do for themselves.
- Invite or allow young people and children to stay with you at your home unsupervised.

In situations where Hu Long Temple members or volunteers are required to assist with the personal contact for activities (such as dressing or undressing of outer clothing, or lifting or physical contact) of a child or vulnerable adult, this must only be done if written consent and understanding has been given by the parents or carers as well as the child or vulnerable adult who is involved. They must always be given choice where possible, and be spoken to about the task and guide them through it with their consent. It is important that you do not take on responsibilities for tasks for which you are not appropriately trained.

If you accidentally hurt a child or vulnerable adult; and / or if he / she seems distressed in any manner, or a young person is vulnerable, this should be reported immediately to Kim-Leng Hills (Safeguarding Lead) and Matt Bindon (Headmaster and second Safeguarding Lead) and the appropriate forms will be filled out to record the event (see 'Reporting Concerns'). Parents / carers will also be informed of the event).

A 'Complaints Policy' can be found in the Appendix if a member, coach or volunteer of Hu Long Temple and / or the BCCMA have any concerns.

Appropriate Behaviour when Providing First Aid Treatment

It is important that no young person or vulnerable adult is treated where they are on their own in a treatment room with the door closed. Before any medical treatment is carried out to a young person/vulnerable adult, parental/carer consent in writing must be given. The treatment procedures must be explained fully to the young person/vulnerable adult and verbal consent must be given before the procedures are carried out. All treatment procedures should be open to parents/carers being present, with the door left open at all times. If a medical procedure has to take place in an area of the body which is potentially embarrassing to a young person/vulnerable adult (for example, the groin area), the parent/carer acting as a chaperone should be present. It is important to maintain medical confidentiality and patient dignity at all times.

Changing Rooms

It is vital that young person/vulnerable adults are supervised at all times by their parents or carers. The majority of locations used for training do not have changing rooms available, so students are expected to turn up to class prepared for training. When children and adults are using any changing rooms, adult members should not be changing their clothes or showering at the same time within the vicinity. Make sure that separate gender specific facilities can be used if possible. If the young person/vulnerable adult does not feel comfortable getting changed in public, do not pressure them to do so. Try to encourage them to use a private facility instead such as a toilet cubical, or request they get changed at home in the future. If the individual has disabilities, ensure that their carers allow the individual to decide how they would like assistance and to not proceed unless the individual has consented.

The use of any cameras or video equipment is strictly prohibited, this includes cameras on mobile phones or tablets.

Instructor (Coach) to Student (Athlete) Ratios

Hu Long Temple has students of all ages, abilities and backgrounds, both male and female. It is the Instructor's responsibility to make sure that a risk assessment has been undertaken and implemented for the session and that there is sufficient supervision in order to carry out the session in a safe and open environment. Hu Long Temple uses the BCCMA ratio guidelines for sessions:

Age Group of Participants	For Competition Sessions One Coach to:	For Recreational Sessions One Coach to:
3 - 5 years old	Not Applicable	6 - 8 Participants (with parent or carer present)
6 - 11 years old	6 - 8 Participants	8 - 10 Participants
12 - 16 years old	6 - 8 Participants	8 - 10 Participants
17 + years old	8 - 10 Participants	20 Participants

It is never appropriate to have one responsible adult on their own — there should always be a minimum of two adults in charge irrespective of the number of children or young people. Under the guidelines of the BCCMA, Hu Long Temple can utilise senior students or assistant coaches to work with smaller groups under the supervision of the Instructor.

Anti-Bullying

Hu Long Temple will:

- Recognise its duty of care and responsibility to safeguard all participants from harm.
- Promote and implement this anti-bullying policy in addition to the rest of this safeguarding policy and procedures.
- Seek to ensure that bullying behaviour is not accepted or condoned.
- Require all members of Hu Long Temple to be given information about, and sign up to, this policy and its safeguarding policy.
- Take action to investigate and respond to any alleged incidents of bullying.
- Ensure that coaches are given access to information, guidance and/or training on bullying.

Each participant, coach, volunteer or official will:

- Respect every participant's needs for, and rights to an environment where safety, security, praise, recognition and opportunity for taking responsibility are available.
- Respect the feelings and views of others.
- Recognise that everyone is important and that our differences make each of us special and should be valued.
- Show appreciation of others by acknowledging individual qualities, contributions and progress.
- Be committed to the early identification of bullying, and prompt and collective action to deal with it.
- Ensure safety by having rules and practices carefully explained and displayed for all to see.
- Report incidents of bullying they see or are alerted to — by doing nothing you are condoning bullying.
- Take all disclosures seriously and as 'truth', following this up by fact-finding and possibly sharing information with relevant safeguarding leads (such as Active Devon or Anne Craft Trust) before progressing with a decision or investigation.

Bullying

- All forms of bullying, discrimination and harassment will be addressed.
- Everybody in Hu Long Temple has a responsibility to work together to stop bullying.
- Bullying can include online as well as offline behaviour. It can be not only towards a club member, but also towards club staff, or the club itself.
- Bullying can include:
 - Physical pushing, kicking, hitting, pinching etc.

- Name calling, sarcasm, discriminatory or phobic language (written or verbal), spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals.
 - Posting of derogatory or abusive comments, videos or images on social network sites.
 - Racial taunts, graffiti, gestures, sectarianism.
 - Sexual comments, suggestions or behaviour.
 - Unwanted physical contact.
 - Repetitive communication (text, email, phone calls, social media) that is deemed as excessive and has been made clear it is unwanted.
 - Verbal or written threats or demands.
 - Being wrongly accused of abuse, bullying, harassment or discrimination.
- Children, young people and adults who are deemed as 'at-risk', such as having a learning difficulty, cognitive or physical disability, as well as individuals who may be from a different race, culture or religion, or sexual identity, can all be particularly targeted.

Support to the individual

- Children and adults should know who will listen to them and support them.
- Systems should be established to open the door to everyone wishing to talk about bullying or any other issue that affects them.
- Potential barriers to talking (including those associated with a person's disability or impairment) need to be identified and addressed at the outset to enable them to approach the correct staff for help.
- We may suggest signposting individuals to other organisations for help and support, or potentially think about receiving Counselling if it may benefit them.
- Anyone who reports an incident of bullying will be listened to carefully and be supported.
- Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved.
- Anyone being bullied will be supported and assist given to uphold their right to train in a safe environment which allows their healthy development, if it is conducive to their wellbeing.
- We recognise that being accused of bullying or harassment can be as distressing as being bullied, whilst we fact-find or investigate, we will support the accused individual throughout the process.
- Sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.
- We may need to share information, such as the context or details of the disclosure to other professionals on a 'need to know basis' who may be able to support us dealing with the disclosure in the most helpful and effective manner. Therefore, we cannot promise confidentiality, but will keep individuals anonymous unless we are required to provide further information by law.

Support to the parents/guardians

- Parents/guardians should be advised on Hu Long Temple's policy and practice.
- Any incident of bullying will be discussed with the child's parent(s)/guardians.
- Parents will be consulted on action to be taken (for both the victim and the bully) and agreements made as to what action should be taken.
- Information and advice on coping with bullying will be made available.
- Support should be offered to the parent(s)/guardians including information on other agencies or support lines.

Hu Long Temple will endeavour to support everyone throughout the process in order to resolve any relationships, ensuring the training hall is a positive, safe place to be. However, if it is not conducive to an individual's wellbeing, or the Code of Conduct has been breached to the point of no longer securing trust and /or safety of others, the member will be requested to leave Hu Long Temple and their BCCMA License will be cancelled.

E-Safety

Online safety risks can include, but are not limited to:

- Bullying by peers and people they consider 'friends'.
- Posting personal information that can make it easier to identify or locate a child/young person offline.
- Exposure to inappropriate content, racism or hate material.
- Sexual grooming, exploitation, manipulation, abuse or contact with people they don't know.
- Encouragement of sexualised behaviours or sharing of sexualised / explicit images and /or videos of themselves or others.
- Encouragement of violent behaviour, extremism or radicalisation.
- Glorifying drug taking or excessive drinking activities.
- Physical harm to young people in making video content, such as risk-taking or enacting stunts.
- Running away from home as a result of contacts made online.

This document provides guidance on the procedures that will support and underpin the use of social networking and other online services within Hu Long Temple. It is important that all staff, volunteers, instructors, board members, or anyone working on behalf of Hu Long Temple are aware of this policy and agree to the following terms:

Terms:

- To protect all participants attending Hu Long Temple and who make use of technology (such as mobile phones, games consoles / hand held devices and the internet) whilst they are within the care of Hu Long Temple.
- To provide staff and volunteers with policy and procedure information regarding e-safety.
- To ensure Hu Long Temple is operating in line with their values and within the law regarding how Hu Long Temple uses information technology.

E-safety checklist:

1. Hu Long Temple understands the safety aspects including what is acceptable and unacceptable behaviour when using digital technology such as social networking sites or apps (e.g. Twitter and Facebook), mobile phones, game consoles and the internet.
2. When engaging with digital technology / social networking companies (such as Facebook, Twitter or Instagram) it is important to ensure that Hu Long Temple adheres to relevant legislation and good practice guidelines.
3. Hu Long Temple will review this safeguarding policy and procedures to ensure that online safeguarding issues are fully integrated by:
 - Reporting online concerns about possible abuse

- Reporting other breaches of terms
4. Hu Long Temple's webpage and social media profiles are managed within Hu Long Temple by:
 - Being vetted and managed by Kim-Leng Hills and Matt Bindon (Safeguarding Lead and School Headmaster)
 - Training for Kim-Leng Hills and Matt Bindon in Safeguarding and E-Safety.
 - Ensuring any interactive content is moderated.
 5. Registration or 'signing up' to Hu Long Temple is done with an appropriate email address to register / set up a profile / account. Hu Long Temple and its members must ensure appropriate security settings are set up.
 6. Hu Long Temple and its members ensures that adequate privacy settings are in place either restricting or allowing access to photos, personal information, comments about others, friends and followers.
 7. Hu Long Temple ensures that staff and volunteers, including instructors and athletes, are aware of the need to protect their privacy online. Staff and volunteers are encouraged by Hu Long Temple to carefully consider who they give access to their personal information online. All staff and volunteers should ensure that a clear differentiation between their personal and professional profiles.
 8. Hu Long Temple addresses safety when adding content to our webpage and online profiles by:
 - Promoting safe and responsible use of the webpage and online profile.
 - Avoiding taking personal details of children and young people.
 - Taking into consideration audience members and content before posting or uploading content.
 - Reporting fake or imposter webpages or profiles.
 9. Hu Long Temple addresses safeguarding when promoting Chinese Martial Arts as well as events and competitions.
 10. Where possible, Hu Long Temple uses its own webpage, social media profile and emails instead of using personal accounts.

For further support for parents / carers to help their children with e-safety the NSPCC has created a document highlight areas for awareness and safety and how to approach your child about them:
<https://www.nspcc.org.uk/globalassets/documents/advice-and-info/share-aware.pdf>

Internet and Social Media Acceptable Use

Hu Long Temple understand the importance of online communication for children and young people's development. However, we recognise that relevant safeguards need to be put in place to ensure children and young people remain safe while online or using social media.

We ask that all parents / carers spend a few minutes to read through and discuss this statement with their child and then sign and return this form to Kim-Leng Hills (Safeguarding Lead) at Hu Long Temple.

- I will be responsible for my behaviour when using the internet and social media at Hu Long Temple, including the content I access and how I conduct myself.
- I will not deliberately create, browse or access material that could be considered offensive or illegal. If I accidentally come across any such material, I will report this to a member of staff.
- I will not use social media or the internet to send anyone material that could be considered threatening, offensive, upsetting, bullying or that is illegal.
- I understand that I should only use Hu Long Temple's official social media or website communication channels to contact them and should not seek out individual members of staff or coaches.
- I understand that all my use of internet and social media is potentially visible to everyone and that any issues involving my behaviour online may be addressed by my coach or other staff members at Hu Long Temple.
- I will not give out any of my personal information (such as my name, age, address or telephone number online), or that of anyone else.
- I will not share my passwords with anyone else.
- I will not arrange to meet someone that I have met online unless accompanied by a member of staff or parent.
- I understand that these rules are designed to keep me safe, and if they are not followed, my parents / carers may be contacted.
- I will avoid using my phone or tablet during activities as I understand that it will have an impact on my safety and my opportunity to learn and achieve.
- I am aware that if I am experiencing bullying behaviour or abuse online, I can contact Kim-Leng Hills (Safeguarding Lead).
- I know I can contact ChildLine on 0800 11 11 if I have any worries about something I've seen or experienced online.

It is also very important to understand the risks involved when using / taking photographs and footage. We have another policy that addresses these risks which you can find in the Appendix under 'Photographs and Film Policy'.

Dealing with Disclosures for Children and Young People

When someone is making a disclosure, be aware that they are telling you because they can trust you and feel safe. Try to create a safe environment for them by:

- Staying calm, give them personal space and time to talk at their pace.
- Do not rush into any physical or verbal responses / actions.
- Empathise with them, it takes a lot of bravery to confide in someone.
- Reassure them they have done the right thing by talking about it.
- Try not to leave them alone, especially if they are in a heightened state. Remain in view.
- Ensure that you listen and take them seriously.
- Keep questions to a minimum and only ask clarifying questions to make sure you understand things correctly. This will aid the report accuracy as the law can dismiss a case if it appears the person has been led or words have been suggested in the report.
- Be honest and tell them the procedures of who you will have to tell and why.
- **If they are in immediate danger, contact the Police on 999**
- Record exactly what the individual says to you. As soon as possible after the incident, complete the Incident Report Form accurately and legibly and in as much detail as possible. Stick to the facts and do not give your opinions.
- Do not judge or investigate.
- Do not discuss the incident or concerns with anyone other than the Welfare Officer, Lead Safeguarding Officer, social services or the police, unless you advised by them to do so.
- Maintain confidentiality.

Reporting Procedures

It is vital to be vigilant of safeguarding and that everyone is aware of the steps used to recognise signs of abuse (see 'Appendix I' and 'Appendix II'). Hu Long Temple works closely with Active Devon, Devon and Cornwall Police, the Anne Craft Trust and the NSPCC Child Protection in Sports Unit (CPSU) to create a person centred culture. It is not the responsibility of any member of Hu Long Temple for deciding whether or not abuse or poor practice is taking place. However, it is the responsibility of every member of Hu Long Temple to report these concerns in order that the appropriate agencies can then make enquiries and take any necessary action to protect the individual.

Abuse can occur in many situations and environments, some individuals will actively seek employment or voluntary work with young people and children in order to harm or exploit them within their trusting relationship with their colleagues and victims. Within the context of a Marital Arts club, an instructor, club member or volunteer may have regular contact with young people and children, and are crucial in identifying areas where a young person or child may be at risk.

The role of a Marital Arts club can be seen as a safe place for those who are undergoing abuse or neglect out of the club. It is therefore paramount that all club members of the BCCMA and Hu Long Temple are aware of spotting the signs of abuse or neglect and understand the procedures in reporting concerns as well as working together with multi-agencies to help safeguard and protect individuals from the risk of abuse or neglect.

Flowcharts are provided in this document outlining what to do when reporting a concern. **Ensure that you use the Hu Long Temple 'Incident Report Form' when reporting a concern and send this through to the Safeguarding Lead, Kim-Leng Hills.**

If you know that a child or young person is in immediate danger you must report it to the Police on 999 immediately. This is so that the authorities can intervene as soon as possible. If you need support in reporting to the Police, Hu Long Temple's Safeguarding Leads will do their utmost to

provide support to you. All Staff or Volunteers should not assume that someone else will pass on information that they think may be critical to keeping a child safe. All staff members or volunteers should be particularly alert to the importance of sharing information when a child/young person moves from one local authority into another, due to the risk that knowledge pertinent to keeping them safe could be lost.

All members should aim to gain consent to share information, but should be mindful of situations where to do so would place a child or young person at increased risk of harm.

Information may be shared without consent if a member has reason to believe that there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child or vulnerable adult in a timely manner. When decisions are made to share or withhold information, staff or volunteers should record who has been given the information and why.

Safeguarding Contact Details (please see Flow Charts)

When reporting a concern about a young person or vulnerable adult, these must go directly to the **Safeguarding Lead, Kim-Leng Hills. You can phone Kim-Leng on 07376595378, or e-mail kimlenghills@me.com**

1. If Kim-Leng is not available, the report must go to the **Headteacher, Shifu Matt Bindon. You can phone Shifu Matt on 07971776609, or e-mail at info@hulongtemple.com**
2. If neither are available, the report must then go to the **BCCMA Safeguarding Directorate at safe@bccma.com**
3. At this stage you can also contact the County Sports' Partnership, **Active Devon, on 01392 925150. The Active Devon Lead Safeguarding Officer, Aaron Harverson is also contactable. You can phone Aaron on 07511 701577.**
4. **If the concern is to do with a vulnerable adult, you can contact the Ann Craft Trust at <https://www.anncrafttrust.org> or Care Direct on 0345 155 1007 or email csc.cardirect@devon.co.uk**

However, if a child, adult or general public are in immediate risk you must phone the Police on 999.

Reporting Disclosures and Data Protection Law

In line with 'Working together to safeguard children 2018', Hu Long Temple must regard the data protection principles which allow them to share personal information, as provided by the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). To share information effectively:

- All staff and volunteers should be confident of the processing conditions under the Data Protection Act 2018 and the GDPR which allow them to store and share information for safeguarding purposes, including information which is sensitive and personal, and should be treated as 'special category personal data'.
- Wherever possible, staff or volunteers should seek consent and be open and honest with the individual from the outset as to why, what, how and with whom their information will be shared. They should seek consent where an information may not expect their information to be passed on. When their consent to share information is gained, it must be explicit and freely given.
- Where trustees, staff and volunteers need to share special category personal data, they should be aware that the Data Protection 2018 contains 'safeguarding of children and

individuals at risk' as a processing condition that allows practitioners to share information. This includes allowing practitioners to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child or adult at risk.

Sharing information enables everyone to identify and provide appropriate services that safeguard and promote the welfare of that individual.

Allegations Relating to a Coach/Instructor/Volunteer of Hu Long Temple

If a child abuse allegation relates to an adult working/volunteering at Hu Long Temple, a Local Authority Designated Officer (LADO) referral should be made immediately by the Safeguarding Lead. Make sure you discuss the issue with the Safeguarding Lead before the Safeguarding Lead contacts the LADO. As usual, the 'Incident Report Form' must be filled out by whoever receives the disclosure, and the LADO then contacted.

If a LADO referral is needed, gather all relevant information to include:

- The name, date of birth and home address of the adult connected to the allegation/incident
- The child/children's details, as LADO procedures cannot begin without this information.
- Your name, Hu Long Temple's address and your role you have within Hu Long Temple.

When you have this information, ring **Exeter (01392) 384964**.

The LADO Administrator will take the details of the incident/allegation and contact the Duty LADO to pass them the details of the incident/allegation. Alternatively, an online referral form is also available via:

<http://www.devon.gov.uk/index/childrenfamilies/childprotection/lado/lado-referral-form.htm>

The Duty LADO will give advice on how to proceed and/or recommend an allegations management strategy meeting for further investigation, which will include police consultation.

If the abuse relates to an adult working at Hu Long Temple but is related to the Safeguarding Leads Kim-Leng Hills or Matt Bindon, please immediately contact Active Devon Safeguarding Lead, Aaron Harverson on 07511 701577.

If Hu Long Temple removes an individual who is Staff or a Volunteer, from work in regulated activity with children or adults at risk (or would have, had the person not left first), because the person poses a risk to harm children or adults, Hu Long Temple must make a referral to the Disclosure and Barring Service to consider whether to add the individual to the barred list. This applies irrespective of whether a referral has been made to local authority and/or the Safeguarding Leads. It is an offence to fail to make a referral without good reason

If you consider the incident or allegation to be an emergency, and that a child/children/adult may be in danger of immediate harm, please contact the Police on

999

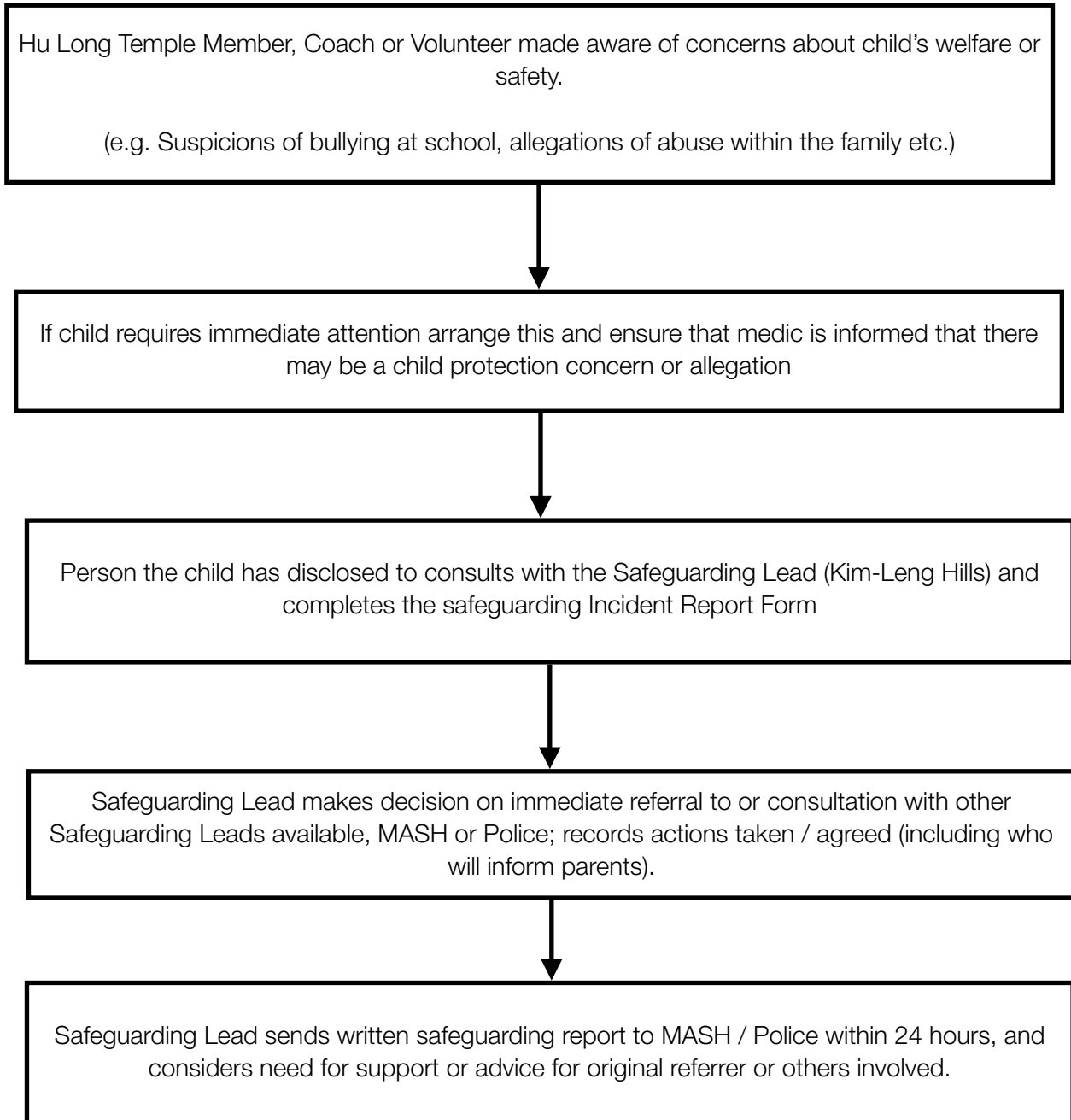
Safeguarding Contacts

Hu Long Temple	Child Safeguarding	Adult Safeguarding
<p>Hu Long Temple Safeguarding Lead and Assistant Coach Kim-Leng Hills kimlenghills@me.com 07376595378</p>	<p>Devon Children and Families Partnership (DCFP) For any safeguarding concerns about a child or family. Children can also call this number if they are worried about their own safety or their friend's.</p> <p>0345 1551 071</p> <p>Out of Hours: 0845 6000 388 mashsecure@devon.gov.uk</p>	<p>Devon: Care Direct 0345 155 1007 (Freephone)</p> <p>Emergency Duty Service (Care Direct Out of Hours) 0845 6000 388</p>
<p>Hu Long Temple Safeguarding Lead and Headteacher Matt Bindon info@hulongtemple.com 07971776609</p>	<p>Torbay Safeguarding Children Board For any safeguarding concerns about a child or family within Torbay.</p> <p>01803 208100</p> <p>Torbay Emergency Duty Team 0300 4564 876</p>	<p>Devon and Cornwall Constabulary 24hr Helpline: 08452 777444</p>
<p>BCCMA Safeguarding Lead Neil McCarthy safe@bccma.com</p>	<p>Devon and Cornwall Constabulary Child Protection Team for Devon, Plymouth and Torbay</p> <p>24hr Helpline: 08452 777444</p>	<p>Victim Support Free Phone 0808 1689 111 www.victimsupport.org.uk</p> <p>Devon & Cornwall Police Victim Care Unit 0300 303 0554</p>
<p>Active Devon Lead Safeguarding Officer Aaron Harverson 07511701577 01392 925150 aaron.harverson@activedevon.org www.activedevon.org</p>	<p>NSPCC 0808 800 5000 www.nspcc.org.uk</p>	<p>Action on Elder Abuse 0808 808 8141</p>

<p>Safeguarding Adults and Young People in Sports (Ann Craft Trust) 01159515400 ann-craft-trust@nottingham.ac.uk www.anncrafttrust.org</p>	<p>ChildLine - UK number 0800 1111</p>	<p>National Centre for Domestic Violence Emergency Free Service 0800 970 2070</p>
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Flowchart for Reporting Procedure Concerns I - Children

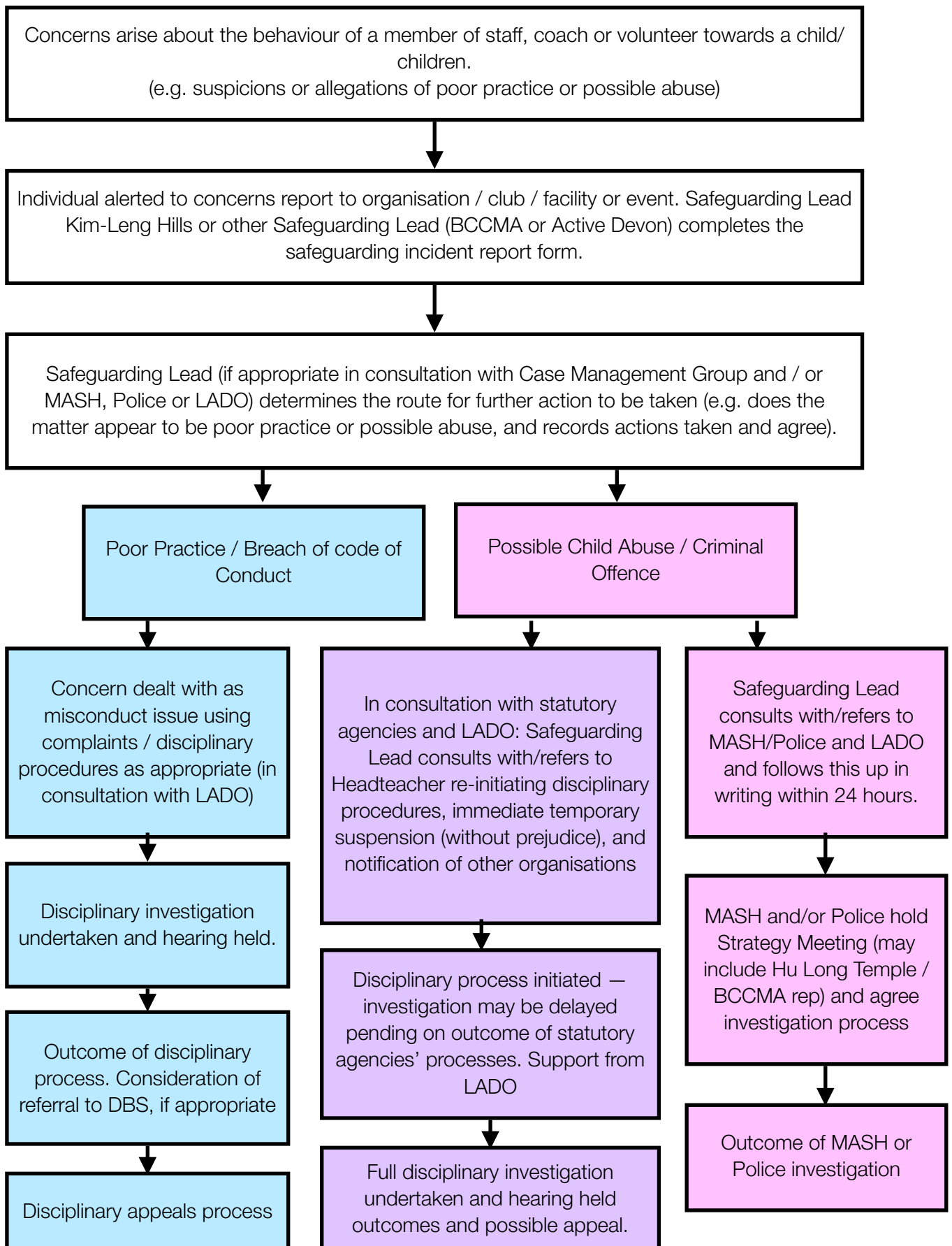
ABOUT CHILDREN AND YOUNG PEOPLE ARISING OUT OF SPORT (AT HOME, SCHOOL OR IN THE COMMUNITY)



Source: 'NSPCC CPSU Procedure Flowcharts' and adapted for Hu Long Temple and its area.

Flowchart for Reporting Procedure Concerns II - Children

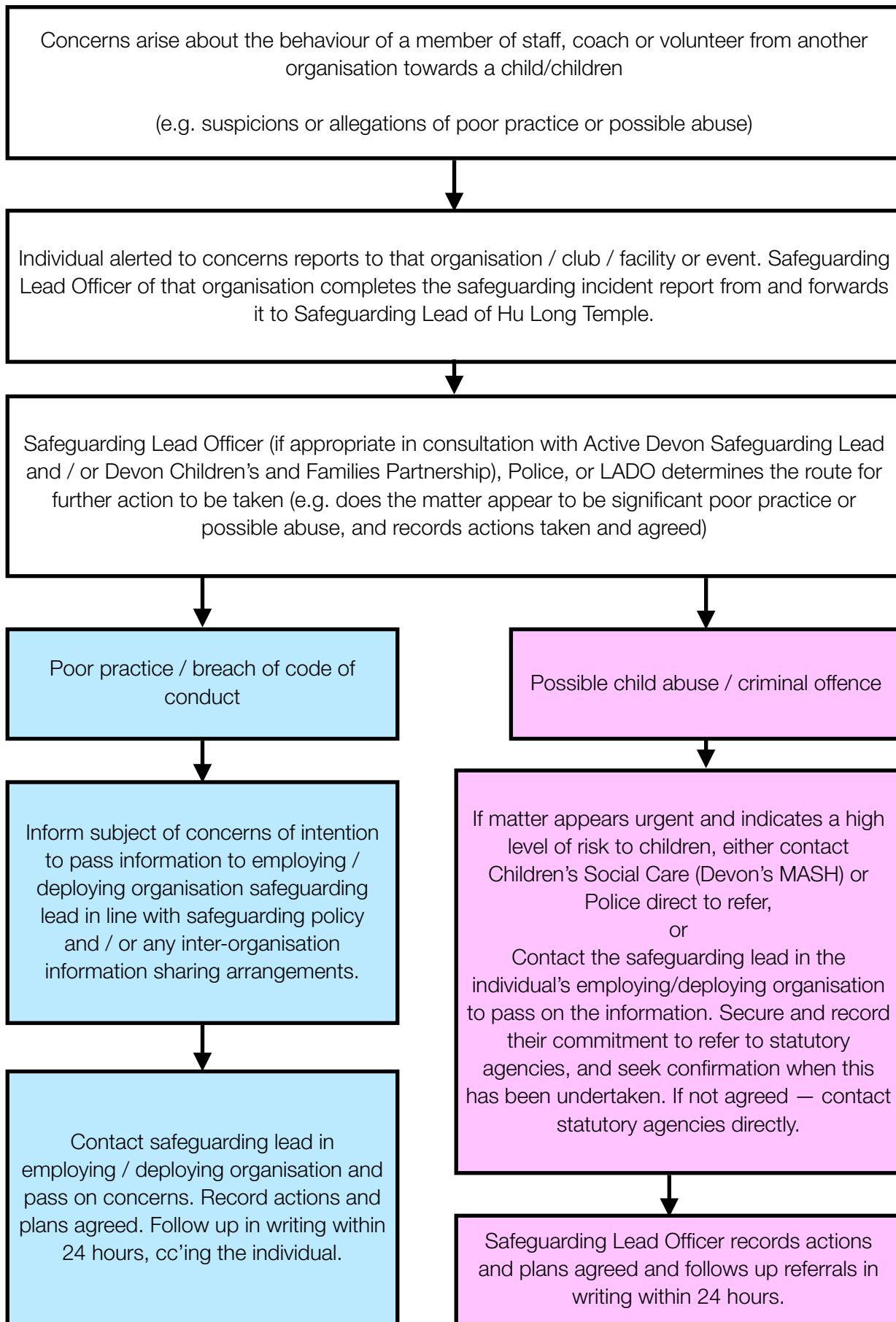
ABOUT THE BEHAVIOUR OF HU LONG TEMPLE'S STAFF MEMBER OR VOLUNTEER (E.G. ALLEGATION ABOUT A COACH OR OFFICER'S BEHAVIOUR TOWARDS A CHILD)



Source: 'NSPCC CPSU Procedure Flowcharts' and adapted for Hu Long Temple and its area.

Flowchart for Reporting Procedure Concerns III - Children

ABOUT THE BEHAVIOUR OF ANOTHER ORGANISATION'S STAFF MEMBER OR VOLUNTEER (E.G. ALLEGATIONS REPORTED ABOUT AN INDIVIDUAL WORKING FOR A PARTNER ORGANISATION)



Source: 'NSPCC CPSU Procedure Flowcharts' and adapted for Hu Long Temple and its area.

Monitoring

The policy will be reviewed a year after development and then every 3 years, or in the following circumstances:

- Changes in the legislation and/or government guidance
- As required by the Devon Safeguarding Children Board, Sport England, NSPCC CPSU, Active Devon, and the BCCMA
- As a result of any other significant change or event.

Signed,



Shifu Matt Bindon
Headteacher

Current Policy Review: 3rd February 2023

Next date for review: 3rd February 2024

Appendix 1: Photographing and Filming Children and Adults at Risk in Sport Policy

Photographs and films are a great way for parents / carers / friends / family members to celebrate the achievements of their children / friends / family members when taking part in Hu Long Temple sessions or events. Hu Long Temple may also wish to promote our activities in order to increase participation. As a result, Hu Long Temple upholds strong safeguards to protect children, young people and adults at risk from the inappropriate use of images in resources, media publications, the internet and elsewhere.

Concerns can arise where images appear online within social media or publications that may reference a child, young person or adult at risk by using their name, location and / or their sports club. From those details, further information on that individual can be found, such as perhaps their address or their favourite type of hobbies, places to spend time in, or music. This information can place an individual at risk to a person who may wish to initiate contact and begin to 'groom' the individual for abuse either online or offline through direct contact. Information found on the internet can also be used by estranged parents (for example, in adoption or domestic violence circumstances) to identify, trace and begin substantial difficulties for a young person or adult at risk. Content of the photographs can also be deemed as inappropriate, or be manipulated for inappropriate use.

Hu Long Temple makes decisions about the types of images we consider are suitable and that appropriately represent the club and sport, without putting children, young people or adults at risk at risk. We wish to ensure that everyone understands and supports our Safeguarding Policy and this Photographing & Filming Children & Adults at Risk in Sport Policy. When assessing the potential risks in the use of images of our athletes or members, the most important factor is the potential for inappropriate use of images of children and adults at risk.

If everyone is aware of the potential risks and take appropriate steps (as outlined in our Safeguarding Policy) the potential for misuse of images or video can be reduced.

Policy Statement

Hu Long Temple follows the guidelines of the NSPCC Child Protection in Sports Unit (CPSU). As a result Hu Long Temple will:

- Make the interests and welfare of children and adults at risk taking part in Chinese Martial Arts paramount.
- Ensure that children / adults at risk and their parents / carers have a right to decide whether their images are taken, and how these images may be used.
- Ensure that children / adults at risk and their parents / carers must provide written consent for their images to be taken and used.
- Understand that consent is only meaningful when Hu Long Temple ensures that children / adults at risk and their parents / carers understand the nature of potential risks associated with the intended type, use and distribution of images or videos.

Golden Rules of Publishing Images / Video

Hu Long Temple will ensure:

- That where possible, to not include the name of a child / adult at risk whose image is being used.
- If naming a child / adult at risk or group in an image, only use their first names, as this will reduce the risk of inappropriate, unsolicited attention from people within and outside the sport.
- To avoid the inclusion of other detailed information about individuals.
- To ask for the child's / adult's at risk permission to use their image or video. This ensures that they are aware of the way the image is to be used to represent Hu Long Temple. A Photograph / Filming Consent Form is used for this.
- To ask for parental / carer's permission to use an image of a young person / adult at risk. This ensures that parents / carers are aware of where and how the image of their child / person under their care will be used to represent Hu Long Temple, even or Chinese Martial Arts. A Photograph / Filming Consent Form is used for this.
- To ensure that parents / carers understand the nature of the potential risks associated with the intended use of the image/s or film/s.
- To be clear about how and for how long images or film will be securely stored. This includes access to the images, associated consents and other information.
- To only use images / video of children / adults at risk in suitable clothing, this includes the required safety equipment to reduce the risk of inappropriate use.
- To ensure images should positively reflect young people's / adult's at risk involvement in Chinese Marital Arts and promote the best aspects of the sport.
- To understand that the content of the photograph or film should focus on the activity rather than on a particular child / adult at risk, and should avoid full face and body shots.
- To create and publicise this document as well as the reporting procedures for abuse of images or the use of inappropriate images, to reduce the risks to children and adults at risk.
- To follow our Safeguarding procedures, ensuring the Safeguarding Lead, the Police and the Children's Social Care are informed.

Hu Long Temple currently publishes images on the following platforms:

- Hu Long Temple's private Instagram: www.instagram.com/hulong_private
- Hu Long Temple's Website: www.hulongtemple.com
- Hu Long Temple flyer's or corporate information which are available to be viewed upon request.

Hu Long Temple currently holds its videos and images on a main computer owned by Hu Long Temple which is backed up onto a hard-drive. Hu Long Temple destroys any footage or images immediately if asked, or if the image is not going to be used for promotional purposes. We are very strict upon vetting an image for its content, concealing the identity of any young person or vulnerable adult unless given consent. We assess the image to uphold the dignity and respect of the individuals within them as well as of the school by following the afore mentioned 'Golden Rules'. Images taken by other family members, or students are given to us digitally (via email or DVD) and immediately destroyed if they are not going to be used.

Use of Photographic Equipment for Official Use at Events

Hu Long Temple will:

- Provide a clear brief as listed under the 'Golden Rules of Publishing Images / Video'.
- Issue the Photographer with identification which must be worn at all times.
- Inform children / at-risk adults and parents / carers that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs which feature and clearly identify their child / individual in their care (e.g. Team photos, close-ups).
- At many events, organisers and others will wish to take wide angle, more general photos of the event sites, opening and closing ceremonies, and so on. Separate to the issue of consents for 'identifying' photographs / footage of individual participants, parents / carers and children / adults at risk should at least understand that these types of images will be taken during, or at specific times in the event which will be included in the parental consent form for that event. It is not reasonable, practical or proportionate to require parental consents for taking these general types of images, or to preclude it on the basis of concerns of a small number of parents / carers.
- Not allow unsupervised access to children / vulnerable adults or one to one photo sessions at events.
- Not approve / allow photo sessions outside the event or at the child's / adult's at risk home.
- Inform children, adults at risk, parents, carers and others that if they have concerns they can report these to the organiser.
- Report concerns regarding inappropriate or intrusive photography to the event organiser or official and record this in the same manner as any other child protection concern (using the Hu Long Temple Incident Report Form).
- Clarify issues of ownership, retention and access (by event staff and participants / parents / carers) to the images.

Other professional photographers / filming / video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally, this should be gained at least 14 working days before the event.

Students or amateur photographers / film / video operators wishing to record the event should seek accreditation with the event organiser by producing their student / BCCMA membership number and a letter from their club or college outlining their motive for attending the event and planned use of the material.

Accreditation procedure

Professionals should register 14 days prior to the event and their identification details be recorded.

They should be:

- Name and address of the person using the camera
- Names of subjects (if specific)
- The reason or use the images are being or intended to be put to
- Signed declaration that the information provided is valid and that the images will only be used for the reasons given.

Identification details will be checked with the issuing authority prior to the event. On registering, promoters of the events can consider issuing a coloured identification label on the day which can

serve to highlight those who have accreditation but they must ensure that where events occur regularly, the colour and or type of identifying label is changed to prevent unofficial replication.

It would be expected the Professional photographers understand what is considered as ‘appropriate content’ for their images as well as their behaviour, as guided by the ‘Golden Rules of Publishing Images / Video’. Professional photographers will also be given a list of any areas where photographic and recording equipment, including mobile phones, is forbidden under all circumstances (e.g. changing rooms, toilets). Unsupervised access to athletes or one to one photo sessions at event or photo sessions outside the events at the athlete’s home should not be approved or allowed.

Guidelines for Use of Photographic Filming Equipment by Parents / Guardians / Spectators at Hu Long Temple Organised Events

- Parents / Guardians or other spectators intending to photograph or film at the event will be made aware of Hu Long Temple’s expectations as listed in this policy.
- Spectators will be asked to register at the event if they wish to use photographic equipment.
- Hu Long Temple may provide some indication to be displayed by the spectators to help others recognise those who have registered, and respond to those who do not appear to have registered.

Public Information

The specific details concerning photographic / video and filming equipment registration will, wherever possible be published prominently in event programmes and will be announced over the public address system, prior to the start of the event.

Underline the guidelines of the CPSU, Hu Long Temple will state:

“In line with the recommendation in the Hu Long Temple Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the spectator desk before carrying out any such photography. If parents have any particular concern about their young person being photographed or filmed they should notify the organisers. Hu Long Temple reserves the right to decline entry to any person unable to meet or abide by Hu Long Temple’s conditions. If you are concerned about any photography taking place at this event, please contact Hu Long Temple or event organiser, who will be pleased to discuss this matter with you.”

Photographs / Filming at Hu Long Temple Sessions

There is no intention to prevent Hu Long Temple teachers using filming as a legitimate coaching aid. However, children / adults at risk and their parents / carers should be aware that this is part of the coaching programme and consent to it. Care will be taken in the secure storage of such materials and films. If Hu Long Temple are concerned that someone we do not know is using our sessions for photography or filming purposes, we will ask them to leave and contact the Police or NSPCC.

Hu Long Temple requests consent with regards to photographs / films during sessions on the Health & Registration Forms, as well as the Photography and Filming Consent Form.

Monitoring of this Policy

This Policy was written on the 2nd August 2016 and was reviewed on the 2nd August 2017. It will then be reviewed again 3 years later or unless there is a legal requirement to amend the policy.

Consent Form

In accordance with our Safeguarding Policy and our 'Photographing and Filming Children and Adults at Risk' Policy, we will not permit photographs, video or other images of young people or adults at risk to be taken without the consent of the parents / carers of the participants.

Hu Long Temple will follow the guidance for the use of photographs and videos, a copy of which is available from Kim-Leng Hills and our website.

Hu Long Temple will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform Hu Long Temple's Safeguarding Lead, Kim-Leng Hills, or Head of School, Shifu Matt Bindon, immediately.

Consent Information

To be completed by parent / carer:

- I consent to Hu Long Temple photographing or videoing my child, (*insert first name*)

- I can confirm that I have read, or been made aware of, Hu Long Temple's Photography and Filming policy.
- I can confirm that I have read, or been made aware of how Hu Long Temple will use these images or videos in future and how these images or videos will be stored within Hu Long Temple.

To be completed by participant:

- I, _____ consent to Hu Long Temple photographing or videoing my involvement in Chinese Martial Arts.
- I confirm I have read, or been made aware of, Hu Long Temple's Photography and Filming policy.

Appendix 2: Acceptable Use Statement for Internet and Social Media Use

Hu Long Temple understand the importance of online communication for children and young people's development. However, we recognise that relevant safeguards need to be put in place to ensure children and young people remain safe while online or using social media.

We ask that all parents / carers spend a few minutes to read through and discuss this statement with their child and then sign and return this form to Kim-Leng Hills (Safeguarding Lead) at Hu Long Temple.

- I will be responsible for my behaviour when using the internet and social media at Hu Long Temple, including the content I access and how I conduct myself.
- I will not deliberately create, browse or access material that could be considered offensive or illegal. If I accidentally come across any such material, I will report this to a member of staff.
- I will not use social media or the internet to send anyone material that could be considered threatening, offensive, upsetting, bullying or that is illegal.
- I understand that I should only use Hu Long Temple's official social media or website communication channels to contact them and should not seek out individual members of staff or coaches.
- I understand that all my use of internet and social media is potentially visible to everyone and that any issues involving my behaviour online may be addressed by my coach or other staff members at Hu Long Temple.
- I will not give out any of my personal information (such as my name, age, address or telephone number online), or that of anyone else.
- I will not share my passwords with anyone else.
- I will not arrange to meet someone that I have met online unless accompanied by a member of staff or parent.
- I understand that these rules are designed to keep me safe, and if they are not followed, my parents / carers may be contacted.
- I will avoid using my phone or tablet during activities as I understand that it will have an impact on my safety and my opportunity to learn and achieve.
- I am aware that if I am experiencing bullying behaviour or abuse online, I can contact Kim-Leng Hills (Safeguarding Lead).
- I know I can contact ChildLine on 0800 11 11 if I have any worries about something I've seen or experienced online.

We have discussed this statement and _____ (insert child's name)

agrees to support the safe use of the internet and social media at Hu Long Temple.

Signature of member	
Print name of member	
Date	
Signature of parent / carer	
Print name of parent / carer	
Date:	

Appendix 3: Complaints Policy

Hu Long Temple is committed to providing a high-quality service to all our participants, children/young people and adults; parents/carers. When something goes wrong, we need you to tell us about it. This will help us to improve our standards.

If you have a complaint, please contact us with the details. We have 28 days to consider your complaint. If you have any personal interest in the matter, tell us at the outset. It is a disciplinary matter to victimise a bona fide whistleblower and for someone to make a false allegation. Whenever possible, we will get you feedback on the outcome of any investigation.

Raising a concern

We hope you will raise your concern openly with us. If you ask us not to disclose your identity, we will not do so without your consent unless required by law. There may be times when we are unable to resolve a concern without revealing your identity, for example, where your personal evidence is essential. In such cases, we will discuss with you whether and how the matter can best proceed. However, we recognise that there may be circumstances when you would prefer to speak to someone in confidence first. You can access confidential advice from an independent body such as Active Devon, the British Council for Chinese Martial Arts, Sport England or for the welfare of children, the NSPCC. You should contact them if your organisation (Hu Long Temple or others you may be concerned about) does not have clear safeguarding procedures to follow; you think your concern won't be dealt with properly or may be covered up; you've raised a concern but it hasn't been acted upon; or you're worried about being treated unfairly. You can also contact them about an incident that happened in the past, an incident that is happening now, or something you feel may happen in the future.

How to raise a concern

If you have a concern about dangerous practice, serious risk or wrongdoing at Hu Long Temple, raise it first with Hu Long Temple's Head, Shifu Matt Bindon or the Safeguarding Lead, Kim-Leng Hills. This may be done verbally or in writing.

Shifu Matt Bindon
07971776609
info@hulongtemple.com

Kim-Leng Hills
07376595378
kimlenghills@me.com

If you feel unable to raise the matter with either of these individuals for whatever reason, or if there is a problem with Hu Long Temple, raise the matter with the British Council for Chinese Martial Arts (BCCMA) via their contact form here: <https://bccma.com/contact-us/>

By post:
British Council for Chinese Martial Arts
38 The Gattons
Burgess Hill
West Sussex RH15 9SW

By Phone: 03337 721354

Thirdly, if you feel unable to disclose to the BCCMA for whatever reason, then you must contact the local County Sports Partnership, Active Devon using their contact form here: <https://www.activedevon.org/contact-us/>

If you are unsure about raising a concern at any stage you can get independent advice from the aforementioned groups. They will discuss any concerns with you and talk you through the whistleblowing process, taking details of your concern and explain the protection available to you if you need it. The NSPCC in particular will also get relevant agencies and authorities to take action on your concern. You do not have to tell them who you are, but if you wish to give them your name and contact details, you can request for them not to share this with any other agencies.

If you have gone through these channels already and you still have concerns, or you feel that the matter is so serious that you cannot discuss it with any of the above please contact:

The NSPCC Whistleblowing Advice Line: 0800 028 0285 or help@nspcc.org.uk

If you think anyone is in immediate danger you must not delay and contact the police on 999.

How Hu Long Temple will handle the matter

What will happen next?

1. We will send you a letter acknowledging receipt of your complaint within three days of receiving it, enclosing a copy of this procedure.
2. We will then investigate your complaint. This will normally involve passing your complaint to our client care partner who will review your matter file and speak to the member of staff who acted for you.
3. We will then invite you to a meeting to discuss and hopefully resolve your complaint. S/he will do this within 14 days of sending you the acknowledgement letter.
4. Within three days of the meeting, we will write to you to confirm what took place and any solutions s/he has agreed with you.
5. If you do not want a meeting or it is not possible, we will send you a detailed written reply to your complaint, including his/her suggestions for resolving the matter, within 21 days of sending you the acknowledgement letter.
6. At this stage, if you are still not satisfied, you should contact us again and we will arrange for someone unconnected with the matter.
7. We will write to you within 14 days of receiving your request for a review, confirming our final position on your complaint and explaining our reasons.

If we have misunderstood the concern or there is any information missing, you must let us know.

Appendix 4: Accident Reporting Form

In the event of an accident, the following procedure should be followed by Hu Long Temple:

- Fill in 2 copies of the Accident Reporting Form for all accidents.
- Make contact with parents / guardians.
- One copy of form to incident book / folder.
- Forward 1 copy to Safeguarding Lead / Headmaster / BCCMA Director of Child Protection and Welfare (if required) for record keeping / action needed.
- Contact emergency services / GP if required.
- Record in detail all facts surrounding the accident, witness's etc.
- Any further action.
- Sign any action required from the Headmaster as a senior management officer.

Coach in attendance:	
Address:	
Phone number:	Email:
Injured person information:	
Name of injured person:	
Address:	
Date of Birth:	Male / Female
Accident information:	
(To be recorded by Hu Long Temple and shared with relevant staff and parents / carers)	
Date of accident:	Time of accident:
Date reported:	Time reported:
Accident reported by who:	
Location of accident:	
Details of injury:	
Nature and how accident happened:	

Did anyone witness the accident:	Yes / No
Name/s of witnesses:	
Contact details of witnesses:	
First aid involved:	
Parents / Carers notified	Yes / No
Parents / Carers notified by whom:	
When were they notified:	
Form completed by:	
Recommended action to be taken:	
Refer to designated Person's:	Yes / No (If Yes, signature and print name below)
Signature	
Print Name	
Has the child / young person / adult returned to Hu Long Temple?	Yes / No
Signature of Management:	
Print Name:	
Role within Hu Long Temple:	

Appendix 5: Incident Reporting Form

Staff Name:	Club Name: Hu Long Temple
Staff Role:	
Staff Contact Information	
Address:	
Phone Number:	Email:
Child's / Adult's Information	
Name:	Date of Birth:
Ethnic Origin:	Do they regard themselves as having a disability?
	If Yes, please state:
Gender:	
Parent's / Carer's Information	
Parent's / Carer's name(s):	
Their Address:	
Phone Number:	Email:
Have parent's / carer's been notified of this incident?	YES / NO
If YES please provide details of what was said / action agreed (if you require more room, please continue on a separate piece of paper clearly titled, signed and dated and attach to this form):	
Are you reporting your own concerns or responding to concerns raised by someone else?	
Responding to my own concerns	Responding to concerns raised by someone else
If responding to concerns raised by someone else please provide further information below:	
Name:	Position within the sport or relationship to the child / adult:
Phone Number:	Email:
Date and times of incident:	
Details of the incident or concerns (if you require more room, please continue on a separate piece of paper clearly titled, signed and dated and attach to this form):	

Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.

Child's / Adult's account of the incident (if you require more room, please continue on a separate piece of paper clearly titled, signed and dated and attach to this form):

Please provide any witness accounts of the incident (if you require more room, please continue on a separate piece of paper clearly titled, signed and dated and attach to this form):

Please provide details of any witnesses to the incident:

Name:	Position within the sport or relationship to the child / adult:
Date of birth (if child):	
Address:	

Phone Number:		Email:	
Please provide details of any person involved in this incident or alleged to have caused the incident / injury			
Name:		Position within the sport or relationship to the child / adult:	
Date of birth (if child):			
Address:			
Phone Number:		Email:	
Please provide details action taken to date (if you require more room, please continue on a separate piece of paper clearly titled, signed and dated and attach to this form):			
Has the incident been reported to any external agencies?:		YES / NO	
If YES please provide further details			
Name of organisation / agency:			
Contact person:			
Phone Numbers:			
Email:			
Agreed action or advice given:			
Your signature:		Print Name:	
Date:			

For the attention of Hu Long Temple's Designated Safeguarding Officer, and if necessary, the BCCMA Safeguarding Directorate or the Active Devon Safeguarding Lead in line with Hu Long Temple and the BCCMA's reporting procedures.

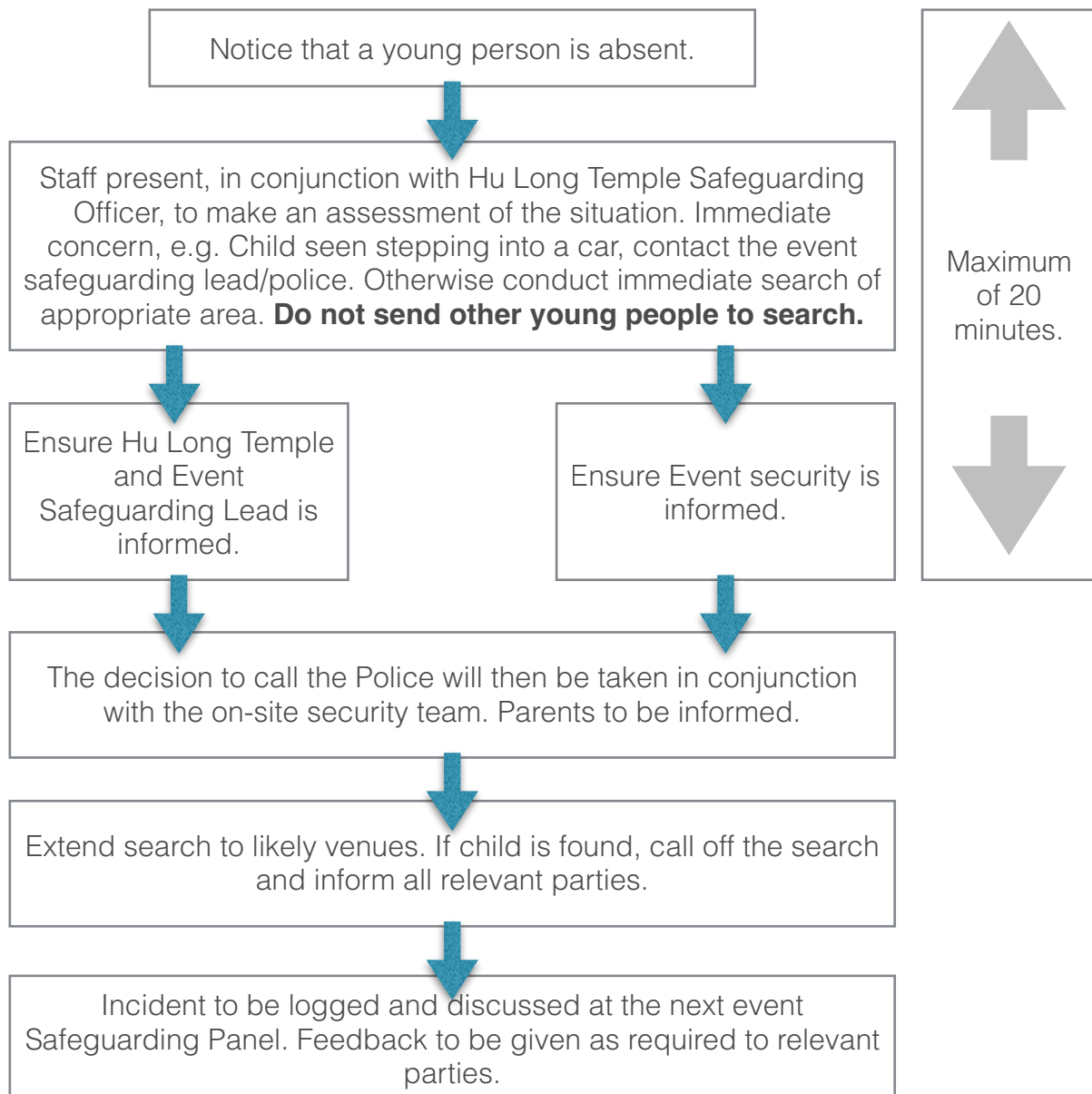
Appendix 6: Missing children and young people at sports events: Procedures and Flowchart

If a child goes missing during an event, Hu Long Temple will apply the following procedure:

- Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out.
- Organise the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area. Request all those searching report back within a short time, dependent on the size of the area being searched.
- If the child cannot be found after a good search of the immediate surroundings, contact the child's parents/carers to advise them of the concern and reassure them that everything is being done to locate the child.
- Make a note of the circumstances in which the child has gone missing and where he/she was last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by the police.
- Report the concern to the police if the search is unsuccessful and no later than 20 minutes after the initial missing person report if the search is ongoing.
- Follow police guidance if further action is recommended and maintain close contact with the police.
- Report the incident to the designated Safeguarding Officer.
- Ensure that you inform all adults involved including the parents, searchers and police if at any stage the child is located.

If an athlete or young volunteer appears to be missing, the flowchart below identifies the process to be followed. There may well be access to photographs of all young people at the event and if so, these can be used to help provide police with a description should this be necessary.

See FlowChart for procedures on next page.

Flowchart:

Appendix 7: Lost/Found Child Form

Details for records only, not to be announced over the P.A.

Event Name: _____

Date: _____

Lost/Missing child (member of public or participant)

Child's Name:		Age of child:	
Male or Female:		Date of Birth:	
Time and place child last seen:		Time event staff informed:	
Hair Colour:		Clothing Including Colours and Patterns:	
Eye Colour:			
Ethnicity:		Any other relevant information:	
Are they a Spectator, Participant, or Other?			
Parent/Guardian name (as reported or from player registration form if participant)		Phone Number:	
		Address:	
Action Taken:			
Event Security Informed:	Yes No	Time Informed:	
Police informed:	Yes No	Time Informed:	
Other:			

Found child (member of public or participant)

Time Found:		Location Found:	
Child's Name:		Age of child:	
Male or Female:		Date of Birth:	
Time and place child last seen:		Time event staff informed:	
Hair Colour:		Clothing Including Colours and Patterns:	
Eye Colour:			
Ethnicity:		Any other relevant information:	
Are they a Spectator, Participant, or Other?			
Has the child any special medical requirements? (check for medical tags)		Name of Security/Steward & Head of Security dealing with child:	
Time child handed over to Lost Child Unit:		Details of Adult handing the child over:	
Time Event Control was informed:		Name:	
Name of Parent/Carer Collecting child:		Tel:	
		Role:	
Relationship to Child:			
Phone Number:			
Address:			
ID Documents and if they are checked:			
Their Signature:			
Member of Event staff ending over child:		Time child reunited:	
Signature:			