



# 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

## ADULTS SAFEGUARDING POLICY 2024

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



IN MARTIAL ARTS

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## Introduction

Hu Long Temple School of Chinese Martial Arts and Wellbeing (aka “Hu Long Temple”) is committed to Safeguarding Adults in line with national legislation and relevant national and local guidelines.

We will safeguard adults by ensuring that our activities are delivered in a way which keeps adults safe.

Hu Long Temple is committed to creating a culture of zero-tolerance of harm to adults which necessitates: the recognition of adults who may be at risk and the circumstances which may increase risk; knowing how adult abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns.

This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the person’s own home and in any care setting.

Hu Long Temple is committed to best safeguarding practice and to uphold the rights of all adults to live a life free from harm from abuse, exploitation and neglect.

## Policy Statement

Hu Long Temple School of Chinese Martial Arts and Wellbeing (aka “Hu Long Temple”) believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

Hu Long Temple is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

Hu Long Temple acknowledges that safeguarding is everybody’s responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of all adults involved.

Hu Long Temple recognises that health, wellbeing, ability, disability and need for care and support can affect a person’s resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people’s lives.

Hu Long Temple recognises that there is a legal framework within which sports need to work to safeguard adults who have needs for care and support and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding adult legislation and with local authority statutory safeguarding procedures.

Actions taken by Hu Long Temple will be consistent with the principles of adult safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned.

## Purpose

The purpose of this policy is to demonstrate the commitment of Hu Long Temple to safeguarding adults and to ensure that everyone involved in Hu Long Temple is aware of:

- The legislation, policy and procedures for safeguarding adults.
- Their role and responsibility for safeguarding adults.
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult within the organisation.

## Scope

This safeguarding adult policy and associated procedures apply to all individuals involved in Hu Long Temple including Board members, Staff, Coaches, Volunteers and Members Hu Long Temple and to all concerns about the safety of adults whilst taking part in our organisation, its activities and in the wider community.

We expect our partner organisations, including for example, affiliated clubs, suppliers and sponsors to adopt and demonstrate their commitment to the principles and practice as set out in this Safeguarding Adults Policy and associated procedures.

## Commitments

In order to implement this policy Hu Long Temple will ensure that:

- Everyone involved with Hu Long Temple is aware of the safeguarding adult procedures and knows what to do and who to contact if they have a concern relating to the welfare or wellbeing of an adult.
- Any concern that an adult is not safe is taken seriously, responded to promptly, and followed up in line with Hu Long Temple Safeguarding Adults Policy and Procedures.
- The wellbeing of those at risk of harm will be put first and the adult actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to (see the Safeguarding Adults Procedures).
- Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.
- Confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with our Data Protection Policy and Procedures Hu Long Temple.
- Hu Long Temple acts in accordance with best practice advice, for example, from UK Sport, Sport England, the British Council for Chinese Martial Arts (BCCMA), NSPCC, Ann Craft Trust.
- Hu Long Temple will cooperate with the Police and the relevant Local Authorities in taking action to safeguard an adult.
- All staff and volunteers understand their role and responsibility for safeguarding adults and have completed and are up to date with safeguarding adult training and learning opportunities appropriate for their role.
- Hu Long Temple uses safe recruitment practices and continually assesses the suitability of volunteers and staff to prevent the employment/deployment of unsuitable individuals in this organisation and within the sporting community.
- Hu Long Temple shares information about anyone found to be a risk to adults with the appropriate bodies. For example: Disclosure and Barring Service, Services, Police, Local Authority/Social Services.
- When planning activities and events Hu Long Temple includes an assessment of, and risk to, the safety of all adults from abuse and neglect and designates a person who will be in attendance as a safeguarding lead for that event.
- Actions taken under this policy are reviewed by the Headteacher and Safeguarding Lead on an annual basis.

- This policy, related policies (see below) and the Safeguarding Adults Procedures are reviewed no less than on a two yearly basis and whenever there are changes in relevant legislation and/or government guidance as required by the Local Safeguarding Board, UK Sport, Sport England and/or the BCCMA and Hu Long Temple or as a result of any other significant change or event.

## Implementation

Hu Long Temple is committed to developing and maintaining its capability to implement this policy and procedures.

In order to do so the following will be in place:

- A clear line of accountability within the organisation for the safety and welfare of all adults.
- Access to relevant legal and professional advice.
- Safeguarding adult procedures that deal effectively with any concerns of abuse or neglect, including those caused through poor practice.
- A Safeguarding Lead/ Welfare Officer (see Appendix 1).
- A delegated Safeguarding Lead/Welfare Officer for events/trips/camps/ competitions.
- Arrangements to work effectively with other relevant organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.
- Codes of conduct for Coaches, Volunteers and Members and other relevant individuals that specify zero tolerance of abuse in any form.
- Risk assessments that specifically include safeguarding of adults.
- Policies and procedures that address the following areas and which are consistent with this Safeguarding Adults policy:

- ✓ Safeguarding Children
- ✓ Bullying and harassment
- ✓ Social Media
- ✓ Equality, diversity and inclusion
- ✓ Safe activities risk assessments
- ✓ Code of Conducts and a process for breach of these - Staff, Coaches, Officials, Volunteers, Participants/Members, Carers/Personal Assistants, Fans
- ✓ Discipline and grievance
- ✓ Concerns, Complaints and Compliments
- ✓ Whistleblowing
- ✓ Safe recruitment and selection (staff and volunteers)
- ✓ Contract compliance
- ✓ Information policy, data protection and information sharing

## Key Points

- There is a **legal duty on Local Authorities** to provide support to ‘adults at risk’.
- **Adults at risk** are defined in legislation and the criteria applied differs between each home nation. (see definitions for each home nation on page 12).
- The safeguarding legislation applies **to all forms of abuse** that harm a person’s well-being.
- The law provides a framework for good practice in safeguarding that makes the overall **well-being** of the adult at risk a priority of any intervention.
- The law in all four home nations emphasises the importance of **person-centred safeguarding**, (referred to as **‘Making Safeguarding Personal’** in England).
- The law provides a framework for making decisions on behalf of adults who can’t make decisions for themselves (**Mental Capacity**).
- The law provides a framework for sports organisations to **share concerns** they have about adults at risk with the local authority.
- The law provides a framework for all organisations to **share information and cooperate** to protect adults at risk.

## Safeguarding Adults Legislation

Safeguarding Adults in all home nations is compliant with United Nations directives on the rights of disabled people and commitments to the rights of older people. It is covered by:

- The Human Rights Act 1998
- The Data Protection Act 2018
- General Data Protection Regulations 2018

The practices and procedures within this policy are based on the relevant legislation and government guidance.

- England - The Care Act 2014  
Care and Support Statutory Guidance (especially chapter 14) 2014
- Wales - Social Services and Well Being Act 2014  
Wales Safeguarding Procedures 2019
- Scotland - Adult Support and Protection Act 2007  
Adult Support and Protection (Scotland) Act 2007 Code of Practice 2014

- Northern Ireland - Adult Safeguarding Prevention and Protection in Partnership 2015

Many other pieces of UK and home nation legislation also affect adult safeguarding.

These include legislation about different forms of abuse and those that govern information sharing. For example, legislation dealing with:

- Murder/attempted murder
- Physical Assault
- Sexual Offences
- Domestic Abuse/Coercive control
- Forced Marriage
- Female Genital Mutilation
- Theft and Fraud
- Modern slavery and Human exploitation
- Hate crime
- Harassment
- Listing and Barring of those unsuitable to work with adults with care and support needs

Each home nation also has legislation about the circumstances in which decisions can be made on behalf of an adult who is unable to make decisions for themselves:

- England and Wales - Mental Capacity Act 2005
- Scotland - Adults with Incapacity Act 2000
- Mental Capacity (Northern Ireland) 2016
- There are specific offences applying to the mistreatment of and sexual offences against adults who do not have Mental Capacity and specific offences where mistreatment is carried out by a person who is employed as a carer: e.g. wilful neglect and wilful mistreatment.

## Definition of an Adult at Risk

The Safeguarding Adults legislation creates specific responsibilities on Local Authorities, Health, and the Police to provide additional protection from abuse and neglect to Adults at Risk.

When a Local Authority has reason to believe there is an adult at risk, they have a responsibility to find out more about the situation and decide what actions need to be taken to support the adult. In Scotland and Wales, the Local Authority can gain access to an adult to find out if they are at risk of harm for example, if that access is being blocked by another person.

The actions that need to be taken might be by the Local Authority (usually social services) and/or by other agencies, for example the Police and Health. A sporting organisation may need to take action as part of safeguarding an adult, for example, to use the disciplinary procedures in relation to a member of staff or member who has been reported to be harming a participant. The Local Authority role includes having multi-agency procedures which coordinate the actions taken by different organisations.

**In England (Care Act 2014) An Adult at risk is an individual aged 18 years and over who:**

- (A) has needs for care and support (whether or not the local authority is meeting any of those needs) AND;**
- (B) is experiencing, or at risk of, abuse or neglect, AND;**



**(C) as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect**

## Abuse and Neglect

Abuse is a violation of an individual's human and civil rights by another person or persons. It can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Any or all of the following types of abuse may be perpetrated as the result of deliberate intent, negligence, omission or ignorance.

There are different types and patterns of abuse and neglect and different circumstances in which they may take place.

Safeguarding legislation in each home nation lists categories of abuse differently however, they all include the following types of abuse:

- Physical
- Sexual
- Psychological
- Neglect
- Financial

Abuse can take place in any relationship and there are many contexts in which abuse might take place; e.g. Institutional abuse, Domestic Abuse, Forced Marriage, Human Trafficking, Modern Slavery, Sexual Exploitation, County Lines, Radicalisation, Hate Crime, Mate Crime, Cyber bullying, Scams. Some of these are named specifically within home nation legislations.

Abuse can take place within a sporting context and the person causing harm might be any other person. For example: a member of staff, a coach, a volunteer, a participant or a fan.

Some examples of abuse within sport include:

- Harassment of a participant because of their (perceived) disability or other protected characteristics.
- Not meeting the needs of the participant e.g. training without a necessary break.
- A coach intentionally striking an athlete
- One elite participant controlling another athlete with threats of withdrawal from their partnership
- An official who sends unwanted sexually explicit text messages to a participant with learning disabilities.
- A participant threatens another participant with physical harm and persistently blames them for poor performance.

Abuse or neglect outside sport could be carried out by:

- A spouse, partner or family member
- Neighbours or residents
- Friends, acquaintances or strangers
- People who deliberately exploit adults they perceive as vulnerable
- Paid staff, professionals or volunteers providing care and support

Often the perpetrator is known to the adult and may be in a position of trust and/or power.

The Safeguarding Adults Legislation in each Home Country defines categories of adult abuse and harm differently per country. For England (Care Act 2014) the definition categories are the following:

- Physical
- Sexual
- Emotional / Psychological / Mental
- Neglect and acts of Omission
- Financial or material abuse
- Discriminatory
- Organisational / Institutional
- Self-neglect
- Domestic Abuse (including coercive control)
- Modern slavery

## Signs and Indicators of Abuse and Neglect

An adult may confide to a member of staff, coach, volunteer or another participant that they are experiencing abuse inside or outside of the organisation's setting. Similarly, others may suspect that this is the case.

There are many signs and indicators that may suggest someone is being abused or neglected. There may be other explanations, but they should not be ignored. The signs and symptoms include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Person is not attending / no longer enjoying their sessions. You may notice that a participant in a team has been missing from practice sessions and is not responding to reminders from team members or coaches.
- Someone losing or gaining weight / an unkempt appearance. This could be a player whose appearance becomes unkempt, does not wear suitable sports kit and there is a deterioration in hygiene.
- A change in the behaviour or confidence of a person. For example, a participant may be looking quiet and withdrawn when their brother comes to collect them from sessions in contrast to their personal assistant whom they greet with a smile.
- Self-harm.
- A fear of a particular group of people or individual.
- A parent/carer always speaks for the person and doesn't allow them to make their own choices
- They may tell you / another person they are being abused – i.e. a disclosure

## Wellbeing Principle

**“THE SUCCESS OF SPORT, IN TERMS OF HELPING PEOPLE ACHIEVE THEIR POTENTIAL, MAKING THE MOST OF EXISTING TALENT, AND ATTRACTING NEW PEOPLE TO SPORT RELIES ON PUTTING PEOPLE – THEIR SAFETY, WELLBEING AND WELFARE – AT THE CENTRE OF WHAT SPORT DOES.”**

Duty of Care in Sport Independent Report to Government Baroness Tanni Grey-Thompson DBE, DL.

The concept of ‘well-being’ is threaded throughout UK legislation and is part of the Law about how health and social care is provided. Our well-being includes our mental and physical health, our relationships, our connection with our communities and our contribution to society.

Being able to live free from abuse and neglect is a key element of well-being.

The legislation recognises that statutory agencies have sometimes acted disproportionately in the past. For example, removing an adult at risk from their own home when there were other ways of preventing harm. In the words of Justice Mummery *‘What good is it making someone safe when we merely make them miserable?’* What Price Dignity? (2010)

For that reason any actions taken to safeguard an adult must take their whole well-being into account and be proportionate to the risk of harm.

## Person Centred Safeguarding / Making Safeguarding Personal

The legislation also recognises that adults make choices that may mean that one part of our well-being suffers at the expense of another – for example we move away from friends and family to take a better job. Similarly, adults can choose to risk their personal safety; for example, to provide care to a partner with dementia who becomes abusive when they are disorientated and anxious.

None of us can make these choices for another adult. If we are supporting someone to make choices about their own safety we need to understand ‘What matters’ to them and what outcomes they want to achieve from any actions agencies take to help them to protect themselves.

The concept of ‘Person Centred Safeguarding’/‘Making Safeguarding Personal’ means engaging the person in a conversation about how best to respond to their situation in a way that enhances their involvement, choice and control, as well as improving their quality of life, well-being and safety. Organisations work to support adults to achieve the outcomes they want for themselves. The adult’s views, wishes, feelings and beliefs must be taken into account when decisions are made about how to support them to be safe. There may be many different ways to prevent further harm. Working with the person will mean that actions taken help them to find the solution that is right for them. Treating people with respect, enhancing their dignity and supporting their ability to make decisions also helps promote people’s sense of self-worth and supports recovery from abuse.

If someone has difficulty making their views and wishes known, then they can be supported or represented by an advocate. This might be a safe family member or friend of their choice or a professional advocate (usually from a third sector organisation).

In England, the Principles of Adult Safeguarding (Care Act 2014) are:

- **Empowerment** — People being supported and encouraged to make their own decisions and informed consent.
- **Prevention** — It is better to take action before harm occurs.

- **Proportionality** — The least intrusive response appropriate to the risk presented.
- **Protection** — Support and representation for those in greatest need.
- **Partnership** — Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** — Accountability and transparency in delivering safeguarding.

## Mental Capacity and Decision Making

We make many decisions every day, often without realising. UK Law assumes that all people over the age of 16 have the ability to make their own decisions, unless it has been proved that they can't. It also gives us the right to make any decision that we need to make and gives us the right to make our own decisions even if others consider them to be unwise.

We make so many decisions that it is easy to take this ability for granted. The Law says that to make a decision we need to:

- ➡ Understand information
- ➡ Remember it for long enough
- ➡ Think about the information
- ➡ Communicate our decision

A person's ability to do this may be affected by things such as learning disability, dementia, mental health needs, acquired brain injury and physical ill health.

Most adults have the ability to make their own decisions given the right support however, some adults with care and support needs have the experience of other people making decisions about them and for them.

Some people can only make simple decisions like which colour T-shirt to wear or can only make decisions if a lot of time is spent supporting them to understand the options. If someone has a disability that means they need support to understand or make a decision this must be provided. A small number of people cannot make any decisions. Being unable to make a decision is called "lacking mental capacity".

Mental capacity refers to the ability to make a decision at the time that decision is needed. A person's mental capacity can change. If it is safe/possible to wait until they are able to be involved in decision making or to make the decision themselves.

For example:

- A person with epilepsy may not be able to make a decision following a seizure.
- Someone who is anxious may not be able to make a decision at that point.
- A person may not be able to respond as quickly if they have just taken some medication that causes fatigue.

Mental Capacity is important for safeguarding for several reasons.

Not being allowed to make decisions one is capable of making is abuse. For example, a disabled adult may want to take part in an activity but their parent who is their carer won't allow them to and will not provide the support they would need. Conversely the adult may not seem to be benefiting

from an activity other people are insisting they do.

Another situation is where an adult is being abused and they are scared of the consequences of going against the views of the person abusing them. It is recognised in the law as coercion and a person can be seen not to have mental capacity because they cannot make 'free and informed decisions'.

Mental Capacity must also be considered when we believe abuse or neglect might be taking place. It is important to make sure an 'adult at risk' has choices in the actions taken to safeguard them, including whether or not they want other people informed about what has happened, however, in some situations the adult may not have the mental capacity to understand the choice or to tell you their views.

Each home nation has legislation that describes when and how we can make decisions for people who are unable to make decisions for themselves. The principles are the same.

- We can only make decisions for other people if they cannot do that for themselves at the time the decision is needed.
- If the decision can wait, wait – e.g. to get help to help the person make their decision or until they can make it themselves.
- If we have to make a decision for someone else then we must make the decision in their best interests (for their benefit) and take into account what we know about their preferences and wishes.
- If the action we are taking to keep people safe will restrict them then we must think of the way to do that which restricts their freedom and rights as little as possible.

Many potential difficulties with making decisions can be overcome with preparation. A person needing support to help them make decisions whilst taking part in a sports organisation will ordinarily be accompanied by someone e.g. a family member or formal carer whose role includes supporting them to make decisions.

It is good practice to get as much information about the person as possible. Some people with care and support needs will have a 'One page profile' or a 'This is me' document that describes important things about them. Some of those things will be about how to support the person, their routines, food and drink choices etc. but will also include things they like and don't like doing. It's also important to have an agreement with the person who has enrolled the adult in the sports activity about how different types of decisions will be made on a day to day basis.

If a person who has a lot of difficulty making their own decisions is thought to be being abused or neglected you will need to refer the situation to the Local Authority, and this should result in health or social care professionals making an assessment of mental capacity and/or getting the person the support they need to make decisions.

There may be times when a sporting organisation needs to make decisions on behalf of an individual in an emergency. Decisions taken in order to safeguard an adult who cannot make the decision for themselves could include:

- Sharing information about safeguarding concerns with people that can help protect them.
- Stopping them being in contact with the person causing harm.

## Recording and Information Sharing

All sports organisation must comply with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR).

Information about concerns of abuse includes personal data. It is therefore important to be clear as to the grounds for processing and sharing information about concerns of abuse.

Processing information includes record keeping. Records relating to safeguarding concerns must be accurate and relevant. They must be stored confidentially with access only to those with a need to know.

Sharing information, with the right people, is central to good practice in safeguarding adults. However, information sharing must only ever be with those with a 'need to know'.

This does **NOT** automatically include the persons spouse, partner, adult, child, unpaid or paid carer. Information should only be shared with family and friends and/or carers with the consent of the adult or if the adult does not have capacity to make that decision and family/ friends/ carers need to know in order to help keep the person safe.

The purpose of Data Protection legislation is not to prevent information sharing but to ensure personal information is only shared appropriately. Data protection legislation allows information sharing within an organisation. For example:

- Anyone who has a concern about harm can make a report to an appropriate person within the same organisation
- Case management meetings can take place to agree to co-ordinate actions by the organisation

There are also many situations in which it is perfectly legal to share information about adult safeguarding concerns outside the organisation. Importantly personal information can be shared with the consent of the adult concerned. However, the adult may not always want information to be shared. This may be because they fear repercussions from the person causing harm or are scared that they will lose control of their situation to statutory bodies or because they feel stupid or embarrassed. Their wishes should be respected unless there are over-riding reasons for sharing information.

The circumstances when we need to share information without the adult's consent include those where:

- it is not safe to contact the adult to gain their consent – i.e. it might put them or the person making contact at further risk.
- you believe they or someone else is at risk, including children.
- you believe the adult is being coerced or is under duress.
- it is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.
- the adult does not have mental capacity to consent to information being shared about them.
- the person causing harm has care and support needs.
- the concerns are about an adult at risk living in Wales or Northern Ireland (where there is a duty to report to the Local Authority).

When information is shared without the consent of the adult this must be explained to them, when it is safe to do so, and any further actions should still fully include them.

If you are in doubt as to whether to share information seek advice e.g. seek legal advice and/or contact the Local Authority and explain the situation without giving personal details about the person at risk or the person causing harm.

Any decision to share or not to share information with an external person or organisation must be recorded together with the reasons to share or not share information.

## Multi-Agency Working

Safeguarding adults' legislation gives the lead role for adult safeguarding to the Local Authority. However, it is recognised that safeguarding can involve a wide range of organisations.

Sports bodies may need to cooperate with the Local Authority and the Police including to:

- Provide more information about the concern you have raised.
- Provide a safe venue for the adult to meet with other professionals e.g. Police/Social Workers/Advocates.
- Attend safeguarding meetings.
- Coordinate internal investigations (e.g. complaints, disciplinary) with investigations by the police or other agencies.
- Share information about the outcomes of internal investigations.
- Provide a safe environment for the adult to continue their sporting activity/ their role in the organisation.

## The Safeguarding Lead

Kim-Leng Hills and Shifu Matt Bindon are the designated persons within Hu Long Temple who have primary responsibility for putting into place procedures to safeguard adults at risk, supporting club, county and regional welfare/safeguarding leads, where relevant and for managing concerns about adults at risk.

Duties and responsibilities include:

- Working with others within the organisation to create a positive inclusive environment within the sport.
- Play a lead role in developing and establishing the organisation's approach to safeguarding adults and in maintaining and reviewing the organisation's implementation plan for safeguarding adults in line with current legislation and best practice.
- Coordinate the dissemination of the safeguarding adult policy, procedures and resources throughout the organisation.
- Contribute to ensuring other policies and procedures are consistent with the organisation's commitment to safeguarding adults.
- Advise on the organisation's training needs and the development of its training strategy.
- Receive reports of and manage cases of poor practice and abuse reported to the organisation – including an appropriate recording system.  
Support the chair to co-ordinate the case management process.

Manage liaison with, and referrals to, external agencies for example adult social-care services and the police.

- Create a central point of contact for internal and external individuals and agencies concerned about the safety of adults within the organisation.  
Provide advice and support to safeguarding/ welfare officers and play a lead role in their recruitment, selection and training.
- Represent the organisation at external meetings related to safeguarding.

## Safeguarding Contact Details (please see 'Contacts')

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](mailto:kimlenghills@me.com)**

1. If Kim-Leng is not available, the report must go to the **Headteacher and Safeguarding Officer, Shifu Matt Bindon. You can phone Shifu Matt on 07971776609, or e-mail at [info@hulongtemple.com](mailto:info@hulongtemple.com)**
2. If neither are available, the report must then go to the **BCCMA Safeguarding Directorate at [safe@bccma.com](mailto: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.caredirect@devon.co.uk](mailto:csc.caredirect@devon.co.uk)**

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



## 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.

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>

## Safeguarding Contacts and Support

Hu Long Temple	Child Safeguarding	Adult Safeguarding
<p><b>Hu Long Temple Safeguarding Lead and Assistant Coach</b> Kim-Leng Hills kimlenghills@me.com 07376595378</p>	<p><b>Devon Children and Families Partnership (DCFP)</b> 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><b>Out of Hours:</b> 0845 6000 388 <a href="mailto:mashsecure@devon.gov.uk">mashsecure@devon.gov.uk</a></p>	<p><b>Devon: Care Direct</b> 0345 155 1007 (Freephone)</p> <p><b>Emergency Duty Service</b> (Care Direct Out of Hours) 0845 6000 388</p>
<p><b>Hu Long Temple Safeguarding Lead and Headteacher</b> Matt Bindon <a href="mailto:info@hulongtemple.com">info@hulongtemple.com</a> 07971776609</p>	<p><b>Torbay Safeguarding Children Board</b> For any safeguarding concerns about a child or family within Torbay.</p> <p>01803 208100</p> <p><b>Torbay Emergency Duty Team</b> 0300 4564 876</p>	<p><b>Devon and Cornwall Constabulary 24hr Helpline:</b> 08452 777444</p>
<p><b>BCCMA Safeguarding Lead</b> Neil McCarthy <a href="mailto:safe@bccma.com">safe@bccma.com</a></p>	<p><b>Devon and Cornwall Constabulary Child Protection Team for Devon, Plymouth and Torbay</b></p> <p><b>24hr Helpline:</b> 08452 777444</p>	<p><b>Victim Support Free Phone</b> 0808 1689 111 <a href="http://www.victimsupport.org.uk">www.victimsupport.org.uk</a></p> <p><b>Devon &amp; Cornwall Police Victim Care Unit</b> 0300 303 0554</p>
<p><b>Active Devon Lead Safeguarding Officer</b> Aaron Harverson 07511701577 01392 925150 <a href="mailto:aaron.harverson@activedevon.org">aaron.harverson@activedevon.org</a> <a href="http://www.activedevon.org">www.activedevon.org</a></p>	<p><b>NSPCC</b> 0808 800 5000 <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a></p>	<p><b>Action on Elder Abuse</b> 0208 765 7000 <a href="http://www.elderabuse.org.uk">www.elderabuse.org.uk</a></p>

<b>Safeguarding Adults and Young People in Sport and Activity</b> <b>(Ann Craft Trust)</b> 01159515400 <a href="mailto:ann-craft-trust@nottingham.ac.uk">ann-craft-trust@nottingham.ac.uk</a> <a href="http://www.anncrafttrust.org">www.anncrafttrust.org</a>	<b>ChildLine - UK number</b> 0800 1111	<b>National Centre for Domestic Violence Emergency Free Service</b>  0800 970 2070
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### Men's Advice Line

For male domestic abuse survivors

Tel: [0808 801 0327](tel:08088010327)

### National LGBT+ Domestic Abuse Helpline

Tel: [0800 999 5428](tel:08009995428)

### National 24hour Freephone Domestic Abuse Helpline

Tel: [0808 2000 247](tel:08082000247)

[www.nationaldahelpline.org.uk/Contact-us](http://www.nationaldahelpline.org.uk/Contact-us)

### Rape Crisis Federation of England and Wales

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: [info@rapecrisis.co.uk](mailto:info@rapecrisis.co.uk)

[www.rapecrisis.co.uk](http://www.rapecrisis.co.uk)

### Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

Tel: [020 7383 0700](tel:02073830700) or

[0808 808 0700](tel:08088080700) (Helpline)

Email: [services@respond.org.uk](mailto:services@respond.org.uk)

[www.respond.org.uk](http://www.respond.org.uk)

### Stop Hate Crime

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: [0800 138 1625](tel:08001381625)

Web Chat: [www.stophateuk.org/talk-to-us/](http://www.stophateuk.org/talk-to-us/)

E mail: [talk@stophateuk.org](mailto:talk@stophateuk.org)

Text: [07717 989 025](tel:07717989025)

Text relay: [18001 0800 138 1625](tel:1800108001381625)

By post: [PO Box 851, Leeds LS1 9QS](mailto:POBox851@stophateuk.org)

### Susy Lamplugh Trust

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: [020 83921839](tel:02083921839)

Email: [info@suzylamplugh.org](mailto:info@suzylamplugh.org)

[www.suzylamplugh.org](http://www.suzylamplugh.org)

**Victim Support**

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111

[www.victimsupport.com](http://www.victimsupport.com)

**Women's Aid Federation of England and Wales**

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.

[www.womensaid.org.uk/information-support](http://www.womensaid.org.uk/information-support)

## 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 Safeguarding Code in Martial Arts (SCiMA), Sport England, Active Devon, and the BCCMA
- As a result of any other significant change or event.

Signed,



Shifu Matt Bindon  
Headteacher

**Current Policy: 23rd February 2024**

Next date for review: 6th February 2025



## Appendix 1: 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.

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### 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.

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](mailto:info@hulongtemple.com)

Kim-Leng Hills  
07376595378  
[kimlenghills@me.com](mailto: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/>

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## How to raise a concern

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](mailto:help@nspcc.org.uk)

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

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## How Hu Long Temple will handle the matter

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 2: 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 Safeguarding Directorate (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.

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

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

## Appendix 3: Incident Reporting Form

<b>Staff Name:</b>	<b>Club Name: Hu Long Temple</b>
<b>Staff Role:</b>	
<b>Staff Contact Information</b>	
<b>Address:</b>	
<b>Phone Number:</b>	<b>Email:</b>
<b>Child's / Adult's Information</b>	
<b>Name:</b>	<b>Date of Birth:</b>
<b>Ethnic Origin:</b>	<b>Do they regard themselves as having a disability?</b>
	<b>If Yes, please state:</b>
<b>Gender:</b>	
<b>Parent's / Carer's Information</b>	
<b>Parent's / Carer's name(s):</b>	
<b>Their Address:</b>	
<b>Phone Number:</b>	<b>Email:</b>
<b>Have parent's / carer's been notified of this incident?</b>	<b>YES / NO</b>
<b>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):</b>	
<b>Are you reporting your own concerns or responding to concerns raised by someone else?</b>	
<b>Responding to my own concerns</b>	<b>Responding to concerns raised by someone else</b>
<b>If responding to concerns raised by someone else please provide further information below:</b>	
<b>Name:</b>	<b>Position within the sport or relationship to the child / adult:</b>
<b>Phone Number:</b>	<b>Email:</b>
<b>Date and times of incident:</b>	
<b>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):</b>	

*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:**

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

<b>Phone Number:</b>		<b>Email:</b>	
<b>Please provide details of any person involved in this incident or alleged to have caused the incident / injury</b>			
<b>Name:</b>		<b>Position within the sport or relationship to the child / adult:</b>	
<b>Date of birth (if child):</b>			
<b>Address:</b>			
<b>Phone Number:</b>		<b>Email:</b>	
<b>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):</b>			
<b>Has the incident been reported to any external agencies?:</b>		<b>YES / NO</b>	
<b>If YES please provide further details</b>			
<b>Name of organisation / agency:</b>			
<b>Contact person:</b>			
<b>Phone Numbers:</b>			
<b>Email:</b>			
<b>Agreed action or advice given:</b>			
<b>Your signature:</b>		<b>Print Name:</b>	
<b>Date:</b>			

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.