

# GB Wushu Kungfu Federation (GBWKF)

(Honouring Heritage, Advancing Wushu in Britain.)



## Child Protection & Safeguarding Policy

**Approved by:** Board of Directors

**Applies to:** All Affiliated Groups, Officers, Coaches, Staff, Volunteers, Athletes and Officials

**Review Cycle:** Annual

**Status:** Mandatory Policy

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## 1. Statement of Commitment

The Great Britain Wushu Kungfu Federation (GBWKF) recognises that the welfare of every child is paramount. All children and young people have the right to participate in Chinese martial arts within a safe, supportive and protective environment.

GBWKF is committed to safeguarding and promoting the welfare of children and young people in all Federation activities. Safeguarding is a core governance responsibility and overrides all other operational considerations where risk to a child is identified.

This policy applies to all individuals and organisations operating under GBWKF authority.

## 2. Legal & Regulatory Framework

This policy is informed by and complies with:

- Children Act 1989 & 2004
- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (2023) (as good practice guidance)
- Sport England & CPSU Safeguarding Standards
- UK GDPR and Data Protection Act 2018

GBWKF will also cooperate fully with Local Authority Children's Services, Police and other statutory agencies where required.

## 3. Purpose

This policy establishes how GBWKF will:

- Safeguard and promote the welfare of children involved in Federation activities.
- Define clear safeguarding roles and responsibilities.
- Respond appropriately to concerns, disclosures and allegations.
- Maintain robust recruitment, supervision and reporting systems.
- Ensure affiliated Groups comply with safeguarding standards.

## 4. Scope

This policy applies to:

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## 4.1 Individuals

- Directors and Executive Committee members
- Staff, volunteers, contractors and officials
- Coaches, instructors and judges
- Any individual working or volunteering with children under GBWKF authority

## 4.2 Children

All participants under the age of 18 involved in:

- Training sessions
- Competitions and championships
- Courses, seminars and workshops
- Trips, camps and off-site activities

## 5. Definitions

**Child:** Any person under the age of 18.

**Safeguarding:** Protecting children from maltreatment; preventing impairment of health or development; ensuring safe and effective care; and enabling children to achieve positive outcomes.

**Abuse:** Includes physical abuse, emotional abuse, sexual abuse, neglect, exploitation, bullying and discriminatory harm.

## 6. Governance & Responsibilities

### 6.1 Board of Directors

The Board will:

- Approve and oversee implementation of this policy.
- Ensure adequate safeguarding governance and resources.
- Appoint a Designated Safeguarding Lead (DSL).
- Review safeguarding arrangements annually.

### 6.2 Designated Safeguarding Lead (DSL)

The DSL will:

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- Act as the primary point of contact for safeguarding concerns.
- Maintain confidential safeguarding records securely.
- Assess concerns and determine referral to statutory agencies where necessary.
- Liaise with Local Authority Designated Officer (LADO) where allegations involve staff or volunteers.
- Ensure safeguarding training compliance.

## **6.3 Staff, Volunteers & Coaches**

All personnel must:

- Read, understand and comply with this policy.
- Complete recognised safeguarding training at least every three years.
- Hold a valid enhanced DBS check prior to unsupervised work with children.
- Immediately report safeguarding concerns to the DSL.
- Maintain professional boundaries at all times.

Failure to comply may result in suspension or removal from Federation activities.

## **7. Safe Recruitment**

GBWKF requires:

- Enhanced DBS checks for roles involving regulated activity.
- Verification of identity and relevant qualifications.
- Appropriate references for staff and volunteers.
- Clear role descriptions including safeguarding responsibilities.

Affiliated Groups must operate equivalent safe recruitment standards.

## **8. Code of Conduct for Working with Children**

All personnel must:

- Place the welfare of the child above performance or competitive outcomes.
- Treat all children equally and with respect.
- Maintain appropriate professional boundaries.
- Avoid being alone with a child wherever possible. The “two-adult rule” should be applied.
- Avoid physical contact that may be misinterpreted.
- Obtain written parental consent for photography or filming.
- Challenge bullying, discrimination or unsafe behaviour.

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## **9. Recognising & Responding to Concerns**

Indicators of abuse may include unexplained injuries, behavioural changes, fearfulness, withdrawal or direct disclosure.

If abuse is suspected:

1. Report immediately to the DSL.
2. Do not confront the alleged perpetrator.
3. Do not promise confidentiality; explain that information must be shared to protect the child.
4. Record concerns factually and without interpretation.
5. The DSL will determine referral to Children's Services or Police.

In situations of immediate risk, emergency services must be contacted without delay.

## **10. Allegations Against Staff or Volunteers**

- All allegations will be treated seriously.
- The DSL will liaise with the Local Authority Designated Officer (LADO).
- The individual concerned may be suspended pending investigation.
- Confidentiality will be maintained while ensuring safeguarding obligations are met.

## **11. Trips, Events & Competitions**

For activities involving children:

- Risk assessments must be completed.
- Appropriate supervision ratios must be maintained.
- Parental consent forms must be obtained for off-site activities.
- Emergency contact and medical information must be collected and stored securely.
- Clear travel, supervision and emergency procedures must be in place.

## **12. Data Protection & Record Keeping**

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- Safeguarding records will be stored securely with restricted access.
- Records will be retained in line with statutory guidance and UK GDPR.
- Information will only be shared on a need-to-know basis to protect children.

## 13. Training Requirements

- All staff and volunteers working with children must complete recognised safeguarding training every three years.
- The DSL must complete advanced safeguarding training and refresher training in line with CPSU standards.
- Training records will be monitored by the Federation.

## 14. Whistleblowing

GBWKF supports any individual who raises safeguarding concerns in good faith.

Concerns regarding safeguarding practice, governance or misconduct may be raised:

- With the DSL
- With a Director
- Directly with statutory agencies

No individual will be penalised for raising genuine safeguarding concerns.

## 15. Communication

- This policy will be published on the GBWKF website.
- Affiliated Groups will receive copies and must adopt equivalent standards.
- Regular safeguarding reminders will be issued at meetings and through Federation communications.

## 16. Review

This policy will be reviewed annually by the Board of Directors, or sooner if:

- Legislation or statutory guidance changes
- A serious safeguarding incident occurs
- Governance structures are amended