



POLICY TO SAFEGUARD STUDENTS

17 October 2021

1 Policy

The Shorei-Kan Canada Karate Shuswap Dojo seeks to provide a safe and secure environment for students of all ages, especially children and vulnerable adults, who participate in our Dojo activities. By implementing this policy, our goals are to protect the students from any harm and provide a clear path of response for instructors in the event of suspected abuse or neglect. **All instructors are responsible to read and abide by this policy.**

2 Procedures

- a. The Dojo does not provide private lessons. At minimum, two instructors must be present during classes and remain present until all children are back with their parent/guardian. At least one instructor must be an adult (age 19 or older in BC). An instructor is a Black Belt (Sensei) and an assistant-instructor (Senpai) is a Brown Belt with three yellow stripes. For this Policy, the generic term instructor refers to both instructors and assistant-instructors.
- b. The purpose is to avoid one-on-one interactions between adults and minors that are not easily observable by others. If individual meetings with a minor must be held in a room, the door must be kept open. Closed-door meetings must only be conducted when another adult is put on notice of the meeting and the door remains unlocked.
- c. Discipline: No physical discipline (hitting, slapping) may be used. When a child misbehaves, an adult instructor may use redirection and/or verbal means to guide a student's behavior.
- d. Physical touch: Be sensitive to the way children interpret physical contact. All physical contact should be gentle and appropriate. Students have the right to refuse physical contact. Ask first.
- e. Bathroom Help (guidelines for helping children use the bathroom):
 - i. If child requests help or a parent has noted that the child needs help, the door must be left open to assist the child.
 - ii. For the protection of all, instructors must never be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child.
- f. Accidents, First Aid and Incident Reporting
 - i. All instructors can administer minor first aid to injuries such as small cuts, bumps, and bruises.
 - ii. Use gloves when dealing with blood. In case of a more serious injury, deal with the immediate need (i.e., apply pressure to stop the bleeding) and then contact 911.
 - iii. Any time a child is hurt, an accident/injury report needs to be filled out. This form can be found in the upper and lower levels literature racks and must be given to the Chief Instructor once completed.

- g. Breaks for instructors: Sometimes interactions with children can become very frustrating. If you ever find yourself in a situation where you are getting angry with a child or a class, take a break; contact the Chief Instructor. Ensure you are calm and no longer angry before returning to the children.

3 Recognizing Suspected Child Abuse:

- a. Definition and categories of abuse
 - i. **Physical abuse:** any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
 - ii. **Emotional abuse:** emotional injury occurs when the child is not nurtured or provided with love and security; such as in an environment of constant criticism, belittling and persistent teasing.
 - iii. **Sexual abuse:** any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
 - iv. **Neglect:** depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.
- b. **Twice per calendar year, the President Shorei-Kan Karate Canada or the Shuswap Dojo Chief Instructor will hold a refresher session on the policy, how to recognize child abuse and understand how to report it.**

4 Reporting Suspected Child Abuse:

- a. The Child, Family and Community Service Act (CFCSA) requires that anyone who has reason to believe that a child or youth has been or is likely to be abused or neglected, and that the parent is unwilling or unable to protect the child or youth, must report the suspected abuse or neglect to a child welfare worker. Phone **1 (800) 663-9122** at any time of the day or night.
- b. Reporting Steps:
 - i. If child abuse is suspected, it must immediately be reported to a child welfare worker or if the child is in immediate danger, to the police.
 - ii. After making the report, notify the Chief Instructor that you have made a suspected child abuse report.
 - iii. When making a report to a child welfare worker, it is helpful to include your name, your phone number and your relationship to the child or youth. But you can make an anonymous call if you prefer. The child welfare worker will want to know:
 - 1) The child's or youth's name and location;
 - 2) Whether there are any immediate concerns about the child's or youth's safety;

- 3) Why you believe the child or youth is at risk;
 - 4) Any statements or disclosures made by the child or youth;
 - 5) The child's or youth's age and vulnerability;
 - 6) Information about the family, parents and alleged offender;
 - 7) Information about siblings or other children or youth who may be at risk;
 - 8) Whether you know of any previous incidents involving, or concerns about the child or youth;
 - 9) Information about other persons or agencies closely involved with the child, youth and/or family;
 - 10) Information about other persons who may be witnesses or may have information about the child or youth;
 - 11) Information about the nature of the child's or youth's disabilities, his or her mode of communication, and the name of a key support person; and
 - 12) Any other relevant information concerning the child, youth and/or family, such as language or culture.
- iv. All this information is not needed to make a report. Just tell the child welfare worker what is known. Time is of the essence in responding so, do not delay.
 - v. The individual who makes the report to Child Welfare Services must also complete an incident report as soon as possible. This report must be forwarded to the Chief Instructor; the Chief Instructor will then inform the President Shorei-Kan Karate Canada.
 - vi. The President Shorei-Kan Karate Canada must immediately notify our insurance company.

5 Selection and Recruitment of Instructors:

All persons who become instructors at the Dojo will be screened by the Chief Instructor. The screening will include:

- a. Personal Interview: a face-to-face interview with the applicant to discuss his/her suitability as instructor.
- b. Contacting the individual's former Chief Instructors.
- c. Perform an internet search.
- d. If accepted, the instructor will be on a 3-month probationary period.

6 Other Considerations:

- a. An instructor alleged to be the perpetrator of an abuse or misconduct will immediately be placed on leave pending an investigation and instructed to remain away from the Dojo during the investigation. He or she must be instructed to have no contact with the victim or with witnesses.

- b. The Dojo will fully cooperate with the investigation of the incident.
- c. The insurance company will be notified, and the organization will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
- d. The Chief Instructor will be the spokesperson to the media if required. The advice of legal counsel will be sought before responding to media inquiries or releasing information about the situation to the members of the Dojo. All other representatives of the Dojo must refrain from speaking to the media.
- e. The Chief Instructor will keep the CHCA President apprised of the situation.

7 Updates

The Chief Instructor will review the policy at the beginning of each calendar year and make updates, as necessary.

Jean-Luc Desgroseilliers

Chief Instructor