



Child Safety Policy and Procedures - 2002

- Member Safety Policy Statement
- Code of Conduct
- The Rights and Responsibilities
- An Effective Model of Procedures

POLICY STATEMENT

1. The MAIA is committed to assisting it's members to providing an environment that is safe for children to participate in Martial Arts and Self Defence.
2. The MAIA will not abide any action that endangers the physical or emotional well being to children' under the care, responsibility and instruction of any instructor.
3. This Child Safety Policy clearly conveys a message to all members responsible for Martial Arts and Self Defence instruction, particularly those involving members under the age of 18 years, that safety is about the implementation of procedures and good practices that will minimise risk. All managers, coaches, instructors, trainers and management personnel carry the responsibility to provide safeguards dedicated to the well-being of those under the age of 18 years (youth).

CODE OF CONDUCT

The MAIA endorses the following Code of Conduct and the suggested Procedures for those responsible for activities involving persons under the age of 18 years.

The following requirements in regard to your conduct in any dealings with persons less than 18 years will be adhered to.

The organizational leader (The Chief Instructor, Sensei, Sifu, Master), will:

- Agree to abide by the code of conduct
- Be responsible for the overall welfare and well-being of all their members
- Maintain all appropriate 'duty of care' responsibilities towards all students as well an accountability to the ongoing welfare of it's students.

The 'hands on' Instructor/Coach/Trainer will:

- Agree to abide by the 'Code of Conduct'
- Be responsible for the all matters, including Safety, concerning the instruction, coaching, training and development of all members
- Maintain all appropriate 'duty of care' responsibilities towards all students as well an accountability to the ongoing welfare of his/her students relating to safety during training and competition.

- Ensure that any physical contact with others is:
 - 1] appropriate to the situation
 - 2] started only after all safety considerations have been explored and met
 - 3] necessary and appropriate for the person's skill development
- Provide a safe learning environment for all training and competition

Any Official, Referee, Administrator will:

- Agree to abide by the code of conduct
- Be fair, considerate and honest with others
- Operate within the rules and regulations outlined by the MAIA
- Resolve conflicts fairly and promptly through all established procedures
- Maintain strict impartiality
- Maintain a safe environment for everyone
- Show concern and caution for the welfare of others

SAFEGUARDS AND PROCEDURES

The safeguards and procedures below apply to those instructors who undertake the delivery and supervision of youth activities.

THE INSTRUCTOR

Any person in a sporting supervisory role to youth should firstly understand that their position is one of trust. Only accredited instructors will instruct persons under the age of 18.

THE YOUTH

Any Instructor/trainer/coach must be very aware that all under 18's have the right:

- to feel safe
- to be listened to
- to be respected
- to take calculated risks in a controlled environment
- to the availability of immediate first-aid or medical assistance
- to have a clean safe environment in which to train

As an aid to protecting these rights the following procedures are to be adopted:

BOOKING PROCEDURES

A booking system will be introduced whereby all students' particulars are known and recorded i.e. find out about any problems before they appear, the student's name, their parent's or guardian's names, parent's or guardian's address and phone numbers, the best time to contact. A medical questionnaire will be completed and signed by the parents.

RECORDING PROCEDURES

An incident book, where any obvious sickness, diseases, infections, sprains, strains, bleeding, injuries, accidents or medication given, aspirin, bandages or first aid provided to your students. The incident book report should include the date, student name and action taken and follow up made as well as a clear description of the incident.

THE TRAINING AREA

- Children will bring their own soap, towels and drinking water.
- A sensible staffing ratio. Children need special attention and the younger they are the lower the student ratio to instructors. Just as an example, the following guide may assist. As an example only Instructor to student ratio, you may try

| | |
|-----------------------------|--------------------|
| 1 instructor to 10 students | for 4 to 6 years |
| 1 instructor to 15 students | for 7 to 14 years |
| 1 instructor to 20 students | for 15 to 18 years |

*Notwithstanding these suggested supervision ratios it will be a mandatory part of this Code that an additional adult, other than the Instructor, will be present at all classes for persons under the age of 18 years.

- Knowledge of emergency fire procedures and exits
- A telephone
- Good ventilation or some temperature control
- Clean appropriate flooring
- Any glass or mirrors are shatterproof
- Safe electrical fittings and other switches and controls
- A functional first aid kit

THE TRAINING EQUIPMENT

All training equipment should be appropriate for the intended age group. Students should be encouraged at all times to have and maintain their own equipment.

Any shared equipment provided should be in good condition, safe, clean, washed regularly and stacked away when not in use.



Child Protection Policy and Procedures - 2002

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Policy Statement

1. The MAIA is committed to assisting our members to providing an environment that is safe and protective for children to participate in Martial Arts and Self Defence.
2. The MAIA will not abide any action that endangers the physical or emotional well being to children' under the care, responsibility and instruction of any instructor.
3. The MAIA will not abide in the criminal act child sexual maltreatment that occurs when a child [defined as a person under the age of 18 years] has been exposed or subjected to sexual behaviors or acts that are exploitative and /or inappropriate to his or her development years. Such activities can involve a wide range of sexual activities, which exploit children, some of which includes forcing, tricking, bribing, threatening or pressuring a child into sexual activity.
4. This Child Protection Policy clearly conveys a message to all members and any prospective members responsible for Martial Arts and Self Defence instruction particularly those involving members under the age of 18 years that Child Protection is about the implementation of procedures and good practices that will minimization risk to children. All managers, coaches, instructors, trainers and management personnel carry the responsibility to provide safeguards dedicated to the well-being of those under the age of 18 years (youth).
5. The abuse of youth members, by other members nor any external sources is not acceptable. The MAIA encourages all incidents as described above to be reported immediately to the appropriate authorities.

CODE OF CONDUCT

The MAIA endorses the following Code of Conduct and the suggested Procedures for those responsible for activities involving persons under the age of 18 years.

As a member you should strive to meet the following requirements in regard to your conduct in any dealings with any persons less than 18 years.

The organizational leader (The Chief Instructor, Sensei, Sifu, Master), will:

- Agree to abide by the code of conduct
- Be responsible for the overall welfare and well-being of all their members and all officials when working or traveling as a group.
- Maintain a 'duty of care' towards all members as well an accountability to the ongoing welfare of its members.

The 'hands on' Instructor/Coach/Trainer will:

- Agree to abide by the 'Code of Conduct'
- Be responsible for all matters, including Safety, concerning the instruction, coaching, training and development of all members
- Maintain a 'Duty of Care' towards others and accountability for the matters relating to safety, training and competition.
- Ensure that any physical contact with others is:
 - 1] appropriate to the situation
 - 2] completely necessary and appropriate for the person's skill development
- Provide a safe learning environment for all training and competition

Any Official, Referee, Administrator will:

- Agree to abide by the code of conduct
- Be fair, considerate and honest with others
- Operate within the rules and regulations outlined by the MAIA
- Be professional and outstanding in your actions, your language, presentation, manner and punctuality
- Resolve conflicts fairly and promptly through all established procedures
- Maintain strict impartiality
- Maintain a safe environment for everyone
- Shown concern and caution for the welfare of others

SENSIBLE SAFEGUARDS

The safeguards below apply to those members who undertake the delivery and supervision of youth activities in their capacity, whatever that capacity may be, Chief Instructor, Manager, Coach, etc.

All safeguards and procedures listed below are presented on the basis of 'risk minimization' measures. These measures if instigated can help protect our members from any misconceptions about their behavior in performing their designated roles.

1. Do not engage, or allow others to engage in any of the following:
 - Abusive initiation ceremonies
 - Sleeping in close quarters with youths without having a second adult representative or parent, etc.
 - Aggressive, physically distressing or sexually provocative activities
 - Sexually suggestive comments to a youth or about a youth.
 - Inappropriate or intrusive touching of a youth
2. Maintain an open door policy when conducting briefings, meetings and assemblies of members. Invite all youths, parents, friends and other leaders to participate, particularly when performing interviews, transportation of youth members or orchestrating a tournament.
3. Male and female adults and parents, must accompany youths on any activities away from home, especially overnight

RIGHTS AND RESPONSIBILITIES

The organization and its members, youth and adults, reserve certain basic rights and with those rights certain responsibilities.

Youths have the right to:

- be safe
- be listened to
- be respected
- privacy
- take calculated risks in a protective environment
- an inclusive environment
- be referred to professional help if needed
- be protected from abuse by other members or outside sources

Youths are responsible for:

- Showing respect to both youth and adult members
- Keeping themselves safe
- Accurately reporting inappropriate behavior or risky situations for youth members

Members have the right to:

- Have access to ongoing training and information on all aspects of leading/managing youths, particularly member protection
- To support in the reporting of suspected abuse
- Access to professional support services
- Be protected from abuse by youths, other adult members and parents

Members are responsible for:

- Fostering teamwork and mateship to ensure the safety of youth members in their care
- Using appropriate team management behavior
- Responding to youth members' statements concerns about alleged abuse
- Ensuring that the rights and responsibilities of youth members is enforced
- Reporting suspected abuse to the appropriate authority
- Not abusing members physically, sexually or emotionally
- Maintaining confidentiality about sensitive information as designated by the appropriate authority

The MAIA has the right to:

- Expect that it's members comply with it's code of conduct
- Expect all youth members to maintain standards of reasonable behavior
- Take appropriate action if any members breach the Code of Conduct or MAIA policy
- Expect all members to undertake appropriate training when advised to
- Expect all members not to abuse members physically, sexually or emotionally
- Take the appropriate action in the event of accusations
- Acquire police checks relating to convictions in relevant areas, of any member or anyone dealing with youth

The MAIA is responsible for:

- Helping to provide a safe environment for all members
- Providing ongoing training and information for members and promoting it's policy and procedures on child protection
- Facilitating open discussions on child protection issues
- Providing support to members who report accusations of abuse
- Treating suspected abuse information confidentially
- Taking the appropriate action if members breach the standards of reasonable behavior or policies and regulations