

**Jin Sei Ryu Karate-Do Australia**  
**CHILD PROTECTION POLICY V4.1**  
**(21 February 2023)**

**IMPORTANT NOTES:**

1. This Policy Document covers the members of Jin Sei Ryu Karate-Do Australia and its Affiliated Branches.
  - a. This version of the Document can be used as a guideline for use immediately;
  - b. Other Branches (ie dojos and clubs) of Jin Sei Ryu Karate-Do Australia may refer to this document and adapt for themselves;
  - c. This version specifies the Jin Sei Ryu Karate-Do Australia Child Protection Policies.
2. It is assumed that each branch (ie dojo or club) will have its own student protection policies and complaint handling procedures that are consistent with Australian legal requirements. This Document will be used as an operating framework if there are Jin Sei Ryu Karate-Do Australia cross-branch complaints, and the Branches are unable to agree upon an approach to resolve a complaint.
3. To ensure this policy and other policies are implemented and understood by Jin Sei Ryu Karate-Do Australia instructors, students, parents, and other relevant persons, as soon as possible please take steps at your local dojo to include an acknowledgment as part of a student application or agreement with Jin Sei Ryu Karate-Do Australia, which relevant students and other persons intended to come within the scope of this policy are required to sign.
4. Please also ensure you have:
  - Provided a copy of your local procedures to Jin Sei Ryu Karate-Do Australia, if established; and
  - You have advised Jin Sei Ryu Karate-Do Australia of your nominated local contact people who can manage complaints if these have been appointed.
5. Beginning January 2020, Jin Sei Ryu Karate-Do Australia will:
  - a. Release its Student Protection Policy and Complaints Handling Procedure to all members;
  - b. Complete training and a certification process for all Branch Instructors for Child Safety and Sensitivity Management.
  - c. Nominate a certified Complaints Handler / Student Protection Information Officer who will complete additional training.
  - d. Complete the Annual Branch Re-Certification Reports which will include proof of:
    - i. Working with Children Checks, and
    - ii. Training and Certifications

Throughout 2020, these compliance measures will eventually be rolled out to all Jin Sei Ryu Karate-Do Australia Branches.

*Please note that establishing clear student protection processes will ensure compliance with the Jin Sei Ryu Karate-Do International Organization Branch Licensing Agreement which all Branch Head Instructors for Jin Sei Ryu Karate-Do Australia branches are required to sign to teach the Jin Sei Ryu syllabus and use the Jin Sei Ryu brand and trademark in Australia.*

CONTENTS	PAGE
<b>POLICY</b>	
1. Summary	
2. Jurisdiction	
1. Who Our Policy Applies To	
2. When Our Policy Applies	
3. Requirements of Relevant Persons and Relevant Organisations	
1. Requirements of Relevant Persons	
2. Requirements of Relevant Organisations	
4. Prohibited Contact	
5. Reporting	
6. Complaints	
<b>Schedule 1: Child Abuse Definitions</b>	
<b>Annexure A: Responding to Child Abuse Allegations</b>	
<b>Annexure B: Child Safe Statements</b>	
Appendix 1: Child Safe Commitment	
Appendix 2: Child Safe Practices	
<b>Annexure C: Recruitment &amp; Screening</b>	
Appendix 3: Interview Requirements and Sample Questions	
Appendix 4: Reference Check Requirements and Sample Questions	

# JIN SEI RYU KARATE-DO AUSTRALIA

## CHILD PROTECTION POLICY

---

### 1. Summary

---

Jin Sei Ryu Karate-Do is a traditional Japanese style of karate that has two goals: to maximize each student's physical skills and to cultivate individuals of the highest moral character who can make significant contributions to their family life, the workplace, and to society at large. In this manner, traditional karate is a way of life and being.

Jin Sei Ryu Karate-Do has a zero-tolerance policy on child abuse and neglect.

Jin Sei Ryu Karate-Do Australia is committed to safeguarding and promoting the welfare of Children in Jin Sei Ryu Karate-Do by providing a safe and inclusive environment and by ensuring that everyone involved in Jin Sei Ryu Karate-Do is educated and informed of their responsibilities to protect and look after Children.

All Children have the right to feel safe and protected from all forms of abuse, harm, and neglect. Children have the right to take part in sports in a safe, positive, and enjoyable environment. Jin Sei Ryu Karate-Do Australia aims to create and maintain an inclusive, child-safe environment that is understood, endorsed, implemented, and adhered to by everyone involved in Jin Sei Ryu Karate-Do.

This Policy is part of Jin Sei Ryu Karate-Do Australia's proactive and preventative approach to upholding its commitment to the safety, well-being, participation, and empowerment of all Children who access Jin Sei Ryu Karate-Do.

This Policy seeks to ensure that everyone involved in Jin Sei Ryu Karate-Do is aware of their rights and responsibilities in relation to Children. This Policy sets out the standards of behaviour expected of those involved in Jin Sei Ryu Karate-Do and the behaviours that are not acceptable ('Prohibited Conduct').

This Policy imposes obligations on Jin Sei Ryu Karate-Do Australia, its branches, instructors, students, and parents in relation to responding to allegations of Prohibited Conduct, including by reporting suspected Child Abuse to the appropriate authorities, and to implementing a commitment to child safety and child-safe practices, including recruitment and screening of staff and volunteers.

### 2. Jurisdiction

---

#### 2.1 To Whom Our Policy Applies To

This policy applies to all Relevant Personss who are involved in the activities of Jin Sei Ryu Karate-Do Australia whether they are in a paid or unpaid/voluntary capacity and including:

- branch head instructors, branch administrators, committee members, and other branch officials;
- branch instructors, assistant instructors, and other personnel participating in official Jin Sei Ryu events and activities, including camps, tournaments, seminars, or social events;
- support personnel, including front desk staff, team managers, physiotherapists, psychologists, masseurs, sport trainers, and others;
- referees, judges, and other tournament officials or organisers;
- students, including any inactive students returning for an official event;
- parents, siblings, and other extended family members; and
- spectators

This policy also applies to all Relevant Organisations involved in the activities of Jin Sei Ryu Karate-Do Australia including:

- Jin Sei Ryu Karate-Do Organisation Australia National Headquarters, and
- All Jin Sei Ryu Karate-Do Organisation Branches where Jin Sei Ryu Karate-Do Activities are taught.

#### 2.2 When this Policy applies

All Relevant Persons to which this Policy applies must always comply with this Policy whilst they are participating in a Jin Sei Ryu Karate-Do related activity, including:

- in relation to any dealings, they have with a Child arising from the Relevant Person's, Relevant Organisation's, or the Child's involvement in any capacity with Jin Sei Ryu Karate-Do.

- in relation to any dealings in relation to a Child that they might have with a Relevant Organisation or their staff, contractors, and representatives;
- when dealing with a Child or other Relevant Person or Relevant Organisation in their capacity as a Relevant Person or Relevant Organisation; and
- in relation to their Membership or standing as a Relevant Person or Relevant Organisation in general.

The following is not within the scope of this Policy:

- interactions involving a Relevant Person and a Child where there is no direct or indirect link to Jin Sei Ryu Karate-Do or a Relevant Organisation

### 3. Requirements of Relevant Persons and Organisations

---

#### 3.1 Requirements of Relevant Persons

Relevant Persons must always:

- comply with the requirements of Responding to Child Abuse Allegations in Annexure A;
- comply with the Child Safe Practices as set out in Annexure B;
- report any concerns or allegations of Prohibited Conduct involving any Relevant Person or Relevant Organisation;
- provide true and accurate information during Recruitment & Screening;
- comply with all obligations that they are subject to under the Australian Child Protection Legislation; and
- comply with all legislative obligations they are subject to in reporting suspected Child Abuse or a WWCC;
- complete any required training to ensure that Jin Sei Ryu Karate-Do remains a Child Safe Organisation.

#### 3.2 Requirements of Relevant Organisations

Relevant Organisations must:

- adopt, implement, and comply with the:
  - Child Safe Commitment;
  - Child Safe Practices; and
  - Recruitment & Screening,
 including reviewing and amending those requirements from time to time;
- comply with the 'Responding to Child Abuse Allegations' in Annexure A;
- use best efforts to assist Relevant Persons to fulfil their responsibilities under this Policy;
- recognise any Sanction imposed under this Policy; and
- take all necessary steps to:
  - enforce any Sanction imposed under this Policy and the Complaints, Disputes & Discipline Policy; and
  - procure compliance with the 'Responding to Child Abuse Allegations' in Annexure A.

### 4. Prohibited Conduct

---

A Relevant Person or Relevant Organisation commits a Breach of this Policy when:

- they, either alone or in conjunction with another or others, engage in any of the following conduct against, or in relation to, a Child or Children in the circumstances outlined in clause 2.2.:
  - Child Abuse;
  - Grooming;
  - Misconduct with a Child;
  - request or infer that the Child keep any communication secret from their parents, guardian, carer, or other Relevant Person such as a coach or administrator, or Relevant Organisation;
  - supply alcohol, or drugs (including tobacco) to a Child;
  - supply medicines, except when permitted by law or with the consent of the parent, guardian, or carer of the Child and under a valid prescription for that Child and at the prescribed dosage; or
  - commit any act that would constitute Prohibited Conduct under the Student Protection Policy (SPP);
- there is a breach of a requirement imposed under clause 3.1, or sub-clauses 3.2(a), 3.2(b) or 3.2(e)(ii));
- they are involved in or have knowledge of and do not report a breach of clauses 4.1(a) or 4.1(b); or
- they have engaged in an attempt to breach sub-clauses 4.1(a) (i), (ii), (iii) or (v).



## **5. Reporting**

---

Where a Relevant Organisation becomes aware of an Alleged Breach and the information known about that Alleged Breach is such that it would cause a reasonable person to suspect that a Child is, or is at risk of, being abused and/or neglected:

- (a) the Relevant Organisation must comply with, and procure compliance with, the requirements of Responding to Child Abuse Allegations in Annexure A; and
- (b) no further action under the Complaints, Disputes and Discipline Policy in relation to that Alleged Breach, except Provisional Action or Assessment, should occur until the obligations in (a) are complied with.

## **6. Complaints, Disputes & Discipline Policy**

---

The Jin Sei Ryu Karate-Do Australia Complaints Resolutions Procedure applies to any alleged Prohibited Conduct, including reports of Breaches, of this Policy.

## SCHEDULE 1 - General Definitions

---

In this Policy, the following words have the corresponding meaning:

**Abuse** means any type of abuse (including physical, emotional, psychological, sexual, and inappropriate use of power) that has caused, is causing or is likely to cause harm to a person's wellbeing, whether in person or as the result of a publication viewable by any other person by any means.

**Australian Child Protection Legislation** means all state/territory child protection legislation as amended from time to time.

**Bullying** means a person or group of people repeatedly and intentionally using words or actions, or the inappropriate use of power, against someone or a group of people to cause distress and risk their wellbeing.

**Child or Children** means a child or young person, or two or more children or young persons, who is or are under the age of 18 years.

**Child Abuse** includes the following:

- (a) Physical Abuse
- (b) Emotional or Psychological Abuse
- (c) Sexual Abuse
- (d) Neglect
- (e) Exposure to Family Violence.

**Child Safe Commitment** refers to Jin Sei Ryu Karate-Do Australia's commitment to child safety as outlined in Appendix 1.

**Child Safe Practices** refer to the child safety requirements and practices adopted and implemented by Jin Sei Ryu Karate-Do Australia as outlined in Appendix 2.

**Grooming** refers to the process by which an adult establishes a trusting relationship with a child and those associated with the child's care and well-being to create an environment in which abuse can occur.

**Harassment** means any type of behaviour towards a person that they do not want and that is offensive, abusive, belittling, or threatening and is reasonably likely to cause harm to the person who is the subject of the harassment.

**Misconduct with a Child** means any behaviour involving a Child that is objectively age-inappropriate and/or places the Child at risk of harm.

**SPP** means the Student Protection Policies of Jin Sei Ryu Karate-Do Australia.

**Policy** means this Child Protection Policy including any schedules and annexures.

**Prohibited Conduct** means conduct in breach this Policy.

**Recruitment & Screening** means the child safety recruitment and screening requirements adopted and implemented by Jin Sei Ryu Karate-Do Australia to help ensure the safety of Children participating in Jin Sei Ryu Karate-Do, as outlined in Annexure C.

**Sexual Misconduct** means:

- (a) "Sexual Harassment", which is any unwanted or unwelcome sexual behaviour where a reasonable person would anticipate the possibility that the person being harassed would feel offended, humiliated, or intimidated; and
- (b) "Sexual Offences", which include any criminal offence involving sexual activity or actions of indecency.

**Unlawful Discrimination** includes:

- (a) Direct Discrimination, when a person or group of people is treated less favourably than another person or group, because of a personal characteristic; and
- (b) Indirect Discrimination, when an unreasonable rule or policy applies to everyone but has the effect of disadvantaging some people because of a personal characteristic they share, where such personal characteristic is protected by applicable anti-discrimination legislation.

**Victimisation** means subjecting a person, or threatening to subject a person, to any unfair treatment because the person has made, or intends to pursue their right to make, a complaint or lawful disclosure, including under applicable legislation or this Policy, or for supporting another person to take such action.

**Vilification** means a public act, conduct, or behaviour that incites hatred, serious contempt for, or revulsion or severe ridicule of, a person or group of people because of a particular characteristic they hold, as covered by applicable legislation, including their race or religion, or homosexuality, transgender, or HIV/AIDS status.

**WWCC** means a **Working with Children Check** (however named) under the applicable legislation of a state or territory.

## SCHEDULE 1 - Child Abuse Definitions

---

**Child Abuse** is the mistreatment of a Child that:

- causes, is causing or is likely to cause any detrimental effect so that a Child's physical, psychological, or emotional well-being; or
  - does, or is likely to, endanger a Child's physical or emotional health, development, or well-being, whether through a:
    - single act, omission, or circumstance; or
    - series or combination of acts, omissions, or circumstances, and includes:
      -
1. **Physical Abuse** occurs when a person subjects a Child to the application of physical force, which may cause injury intentionally or inadvertently as a result of physical punishment or the aggressive treatment of a Child. Physically abusive behaviour includes, but is not limited to:
    - (a) shoving, hitting, slapping, shaking, throwing, punching, biting, burning, kicking; and
    - (b) harmful training methods or overtraining where there is the potential to result in damage to a Child's physical development.
  2. **Emotional or Psychological Abuse** occurs when a Child does not receive the love, affection, or attention they need for healthy emotional, psychological, and social development or are exposed to violence/abuse against other Children or adults. Such abuse may involve:
    - (a) repeated rejection or threats to a Child;
    - (b) constant criticism, teasing, ignoring, threatening, yelling, scapegoating, ridicule, intentional exclusion, continual coldness, and rejection;
    - (c) Bullying and Harassment;
    - (d) harmful training methods or overtraining where there is the potential to result in damage to a Child's physical, intellectual, or emotional well-being and development.
  3. **Sexual Abuse** occurs when an adult or a person in authority (i.e., older, or younger but more physically or intellectually developed) involves a Child in any sexual activity. A child cannot provide consent, therefore even if 'consent' is given, it still constitutes sexual abuse.

Perpetrators of sexual abuse take advantage of their power, authority, or position over the Child for their own benefit. It can include making sexual comments to a Child, kissing, touching a Child's genitals or breasts, oral sex, or intercourse with a Child.

Sexual exploitation is a form of Sexual Abuse and occurs when Children are forced into or involved in sexual activities that are then unlawfully recorded in some way, or recorded without the consent of one or more parties, or used to produce child sexual abuse material. Such material can be in the form of photographs or videos, whether published or circulated on the internet or social media. Encouraging a Child to view pornographic videos, websites, or images, or engaging a Child to participate in sexual conversations over social media or otherwise is also considered sexual exploitation.
  4. **Neglect** is the persistent failure or deliberate failure or denial to meet a Child's basic needs. Child Neglect includes the failure to provide adequate food, clothing, shelter, adequate supervision, clean water, medical attention, or supervision to the extent that the Child's health and development is or is likely to be harmed. Types of neglect include physical, medical, emotional, educational neglect, and abandonment.
  5. **Exposure to Family Violence** is any abusive behaviour used by a person in a relationship to gain and maintain control over their partner or ex-partner. It can include a broad range of behaviour that causes fear and physical and/or psychological harm. If a Child is living in a household where there have been incidents of domestic violence, then they may be at risk of significant physical and/or psychological harm.



### We must ACT!

- Everyone involved in Jin Sei Ryu Karate-Do plays a crucial role in protecting Children.
- We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.
- All people working with Jin Sei Ryu Karate-Do Australia in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.
- We all must follow the four actions set out below when responding to any Child Abuse allegations.

### Action 1 – Responding

**If a Child is at risk of immediate harm, you must ensure their safety by:**

- Calling 000 for medical and/or police assistance to respond to urgent health or safety concerns;
- Administering first aid, if required;
- Separating at-risk Child and others involved;
- Immediately redeploying, supervising or removing/suspending the alleged offender from any interaction with the Child or other Children.
- Identifying an appropriate contact person for any on-going liaison with the Police. If there is no immediate harm, go to Action 2 below.
- Put in place measures to protect the Child and the alleged offender from possible victimization and gossip.

### Action 2 – Reporting

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.
- Contact the relevant child protection agency or police for advice if there is any doubt about whether the allegation should be reported.
- If the allegation involves a person to whom this policy applies, then also report the allegation to the National Branch Head immediately.

### Action 3 – Contact

You must contact the police and/or the relevant child protection agency to determine the information that may be shared with parents/guardians, and who should lead this contact (i.e., police or child protection department). This could include advice:

1. Not to contact the parents, guardians, or carers in circumstances where they are alleged to have engaged in the abuse.
2. To contact the parents, guardians, or carers and provide agreed information as soon as possible.

The National Head of Jin Sei Ryu Karate-Do Australia must be contacted immediately.

### Action 4 – Support

- Support should be provided to any Child that has experienced abuse.
- It is important that the person providing support to the Child does not attempt to provide support which is outside of the scope of their role.
- Support should include maintaining a calm open manner when listening to any allegations and disclosures, while avoiding seeking detailed information or asking leading questions.
- This information needs to be well documented and shared with the Jin Sei Ryu Karate-Do National Head or Student Protection Officer.
- Further support for the Child, relevant adults, and others involved may be required, including a referral to well-being or healthcare professionals and/or the development of a safety plan.
- The names, positions, and contact information for our Student Protection Officers for Jin Sei Ryu Karate-Do Australia are:
  - Kancho Ino Maquirang, National Head | +61 411 821 631 | [ino.maquirang@gmail.com](mailto:ino.maquirang@gmail.com)
  - Shihan Clive Davidson, NSW Branch Head | +61 400 566 231 | [clived1962@gmail.com](mailto:clived1962@gmail.com)
  - Sensei Sylvie Ellsmore, Protection Officer | +61 403 977 213 | [sylvie.ellsmore@gmail.com](mailto:sylvie.ellsmore@gmail.com)

## **Action 5 – Initiate Internal Investigation**

- At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
  - a criminal investigation (conducted by the police)
  - a child protection investigation (conducted by the relevant child protection agency)
  - a disciplinary or misconduct inquiry/investigation (conducted by Jin Sei Ryu Karate-Do Australia).
- The Branch Head Instructor of Jin Sei Ryu Karate-Do Australia, in consultation with the National Branch Head will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be suspended, be dismissed/expelled, or face other disciplinary action.
- If disciplinary action is undertaken, we will follow the procedures set out in of our Student Protection Policy.
- Where required we will provide the relevant government agency with a report of any disciplinary action we take.

### 1. CHILD SAFE COMMITMENT STATEMENT

Jin Sei Ryu Karate-Do Australia is committed to ensuring the safety and well-being of all Children that are involved in our sport. Our policies and procedures seek to address risks to child safety and to establish child safe culture and practices.

#### 1.2 *We are committed to keeping Children safe*

- (d) Through our Child Safeguarding Policy, we document our clear commitment to keeping Children safe from abuse and neglect.
- (e) We communicate our commitment to all our instructors and volunteers and give them access to a copy of our commitment statement.

#### 1.3 *We promote equity and respect diversity*

- (d) We actively anticipate Children's diverse circumstances and respond effectively to those with additional vulnerabilities.
- (e) We give all Children access to information, support, and a complaints process.
- (f) We consider the needs of all Children, particularly Aboriginal and Torres Strait Islander Children, Children with a disability, LGBTQI Children, and Children from culturally and linguistically diverse backgrounds.

#### 1.4 *Our instructors and volunteers know the behaviour we expect*

- (d) We ensure that each person involved in our delivery of services to Children understands their role and the behavior we expect in relation to keeping Children safe from abuse and neglect through the application of our Child Safe Practices.
- (e) We utilise clear position descriptions which clearly state relevant child safe requirements.
- (f) We have Child Safe Practices, which are approved and endorsed by Jin Sei Ryu Karate-Do Australia that outlines our expectations for behaviour towards Children.
- (g) Our instructors and volunteers are given a copy of and have access to the Child Safe Practices.
- (h) Our instructors and volunteers indicate, in writing, that they have read and are committed to the Child Safe Practices.

#### 1.5 *We minimise the likelihood of recruiting a person who is unsuitable*

- (d) We have appropriate measures in place to minimise the likelihood that we will recruit instructors or volunteers who are unsuitable to work/volunteer with Children.
- (e) We will meet the requirements of the relevant state or territory Working with Children Check regulations.

#### 1.6 *Induction and training are part of our commitment*

- (d) We will provide all new instructors, volunteers, and participants with information about our commitment to Child Safety including our Child Safeguarding Policy, Child Safe Practices, and Responding to Child Abuse Allegations.
- (e) We support ongoing education and training for our instructors and volunteers to ensure child safety information is provided and updated as required.
- (f) We ensure that our instructors and volunteers have up-to-date information relevant to specific legislation applying in the state or territory they are based in or where they may travel to as a part of their duties.

#### 1.7 *We encourage the involvement of Children and their parents*

- (d) We involve and communicate with Children and their families in developing a safe, inclusive, and supportive environment. We will provide information to Children and their parents/carers (such as brochures, posters, handbooks, and guidelines) about:
  - (i) our commitment to keeping Children safe and communicating their rights;
  - (ii) the behaviour we expect of our instructors and volunteers and of themselves;
  - (iii) our policy about responding to child abuse.
- (e) We have processes for encouraging two-way communication with Children and families.
- (f) We seek their feedback and have a process for responding.
- (g) \*We respect diversity and seek to facilitate effective communication and involvement.

**1.8 *Our instructors and volunteers understand their responsibility for reporting child abuse***

- (d) Our policy for responding to child abuse is approved and endorsed by Jin Sei Ryu Karate-Do Australia Board and applies to all our instructors and volunteers. Instructors and volunteers must:
  - (i) immediately report abuse or neglect and any concerns with policies, practices or the behaviour of instructors and volunteers;
  - (ii) meet any legislated mandatory or other jurisdictional reporting requirements;
  - (iii) follow a specified process when reporting abuse or neglect.
- (e) Our instructors and volunteers are given a copy of and have access to the Complaints, Disputes, and Discipline Policy and understand the implications of the policy for their role.
- (f) We document any allegation, disclosure or concern regarding child abuse and monitor responses to all allegations, disclosures, or concerns.

**1.9 *We maintain and improve our policies and practices***

- (d) We are committed to maintaining and improving our policies, procedures, and practices to keep Children safe from neglect and abuse.
- (e) We will perform a review for regularly maintaining and improving our policies and procedures every two years.
- (f) We monitor our instructors, volunteers, and external providers to ensure appropriate practice, behaviour, and policies are followed.
- (g) We require our instructors and volunteers to disclose convictions or charges affecting their suitability to work with Children. We review police records and WWCC checks regularly.
- (h) We have formally reviewed our service delivery to identify and document potential risks to Children.

## 2. CHILD SAFE PRACTICES

Jin Sei Ryu Karate-Do Australia is committed to safeguarding everyone involved in our organisation including Children in our care, ensuring that they feel and are safe. In Jin Sei Ryu Karate-Do Australia Child Safe Practices have been developed to identify and prevent behaviour that may be harmful to the Children in our sport.

A breach of the Child Safe Practices is a breach of the Child Safeguarding Policy and will be managed by the Complaints, Disputes, and Discipline Policy.

### 2.1 Sexual misconduct

- (d) Under no circumstances is any form of 'sexual behaviour' to occur between, with, or in the presence of Children.
- (e) 'Sexual behaviour' needs to be interpreted widely, to encompass the entire range of actions that would reasonably be sexual in nature, including but not limited to:
  - (i) 'contact behaviour', such as sexual intercourse, kissing, fondling, sexual penetration or exploiting a child through prostitution; and
  - (ii) 'non-contact behaviour', such as flirting, sexual innuendo, inappropriate text messaging, inappropriate photography or exposure to pornography or nudity.

### 2.2 Professional boundaries

- (d) Relevant Persons must act within the scope of their role (as specified in their position description or contract) when working with Children who are involved or have been involved in our sport. They must not:
  - (i) provide any form of support to a child or their family unrelated to the scope of their role, where there is no existing social, personal, or family relationship (e.g., financial assistance, babysitting, provide accommodation);
  - (ii) use a personal phone, camera, or video camera to take images of Children;
  - (iii) exhibit any type of favouritism towards a Child;
  - (iv) transport Children unless specifically approved;
  - (v) give gifts/presents to Children other than the provision of official awards;
  - (vi) engage in open discussions of a mature or adult nature in the presence of Children;
  - (vii) discriminate against any Child, including on the basis of gender identity, culture, race, or disability;
  - (viii) have one on one contact with a Child outside of authorised sport activities (includes direct contact such as in-person as well as indirect, such as by phone, or online); or
  - (ix) accept an invitation to attend any private social function at the request of a Child or their family, where there is no existing social, personal, or family relationship.
- (e) If Relevant Persons become aware of a situation in which a Child requires assistance that is beyond the confines of that person's role, they should undertake any or all of the following at the earliest opportunity:
  - (i) refer the matter to an appropriate support agency;
  - (ii) refer the Child to an appropriate support agency;
  - (iii) contact the Child's parent or guardian;
  - (iv) seek advice from a Jin Sei Ryu Karate-Do Student Protection Officer or the National Head of Jin Sei Ryu Karate-Do Australia.

### 2.3 Use of language and tone of voice

Language and tone of voice used in the presence of Children should:

- (d) provide clear direction, boost their confidence, encourage, or affirm them;
- (e) not be harmful to Children. In this respect, do not use language that is:
  - (i) discriminatory, racist, or sexist;
  - (ii) derogatory, belittling, or negative, for example, by calling a Child a 'loser' or telling them they are 'too fat';
  - (iii) intended to threaten or frighten; or
  - (iv) profane or sexual.

## **2.4 Positive guidance (Discipline)**

- (d) Children participating in Jin Sei Ryu Karate-Do will be made aware of the acceptable limits of their behaviour so that we can provide a positive experience for all participants.
- (e) Relevant Persons and Relevant Organisations must use appropriate techniques and behaviour management strategies to ensure:
  - (i) an effective and positive environment; and
  - (ii) the safety and/or well-being of Children and personnel participating in sport.
- (f) Relevant Persons and Relevant Organisations must use strategies that are fair, respectful, and appropriate to the developmental stage of the Children involved.
- (g) Children need to be provided with clear directions and given an opportunity to redirect their behaviour in a positive manner.
- (h) Under no circumstances are Relevant Persons or Relevant Organisations to take disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating.

## **2.5 Supervision**

- (d) Children participating in our sport programs and services must always be supervised. Supervision must be constant, active, and diligent and requires Relevant Persons to always be in a position to observe each Child, respond to individual needs and immediately intervene if necessary.
- (e) One-to-one unsupervised situations with Children should be avoided, however some services and programs may involve such circumstances (e.g., medical treatment and physical therapy) and in this case, these situations will need to be identified and recorded by the Relevant Organisation.
- (f) Any incident of one-to-one unsupervised contact should be immediately reported to the Relevant Organisations management within 24 hours of the incident occurring.

## **2.6 Use of electronic or online communications**

- (d) For any electronic or online communication with Children in our sport we adopt a two-deep model, that is, copy in the organisation and a parent or guardian in all communication.
- (e) When communicating with Children, Relevant Organisations and Relevant Persons must ensure content is:
  - (i) directly associated with delivering our services, such as advising that a scheduled event is canceled;
  - (ii) concise with personal or social content limited only to convey the message in a polite and friendly manner;
  - (iii) devoid of any sexualised language; and
  - (iv) not promoting unauthorised social activity or contact.

## **2.7 Photographs of Children**

- (d) Children are to be photographed or videoed while involved in our sport only if:
  - (i) the Child's parent or guardian has provided prior written approval for the photographs to be taken or for the video footage to be captured. Note: Upon the registration of a new student at Jin Sei Ryu Karate-Do, parents authorise photographs and video footage at Jin Sei Ryu Karate-Do specific events, with the knowledge that they may be used in social media and for advertising/marketing purposes.
  - (ii) the context is directly related to participation in our sport;
  - (iii) the Child is appropriately dressed and posed; and
  - (iv) the image is taken in the presence of other personnel.
- (e) Relevant Organisations and Relevant Persons must not distribute images or videos (including as an attachment to an email) to anyone outside our sports organisation other than the Child photographed or their parent, without organisational knowledge and approval.
- (f) Images (digital or hard copy) are to be stored in a manner that prevents unauthorised access by others and will be destroyed or deleted as soon as they are no longer required.
- (g) Images are not to be exhibited online or in publications (annual report) without parental knowledge and approval (through a signed image consent form), or such images must be presented in a manner that de-identifies the Child. Any caption or accompanying text may need to be checked so that it does not identify a Child if such identification is potentially detrimental.

## **2.8 Physical contact with Children**

- (d) Any physical contact with Children must be appropriate to the delivery of our sport programs or services and based on the needs of the Child such as assisting with the use of equipment, technique, treatment by a health practitioner, or administering first aid.
- (e) Under no circumstances should Relevant Persons have contact with Children participating in our programs and services that:
  - (i) involves touching of genitals, buttocks, or the breast area other than as part of delivering medical or allied health services;
  - (ii) would appear to a reasonable observer to have a sexual connotation;
  - (iii) is intended to cause pain or distress to the Child (e.g., corporal punishment);
  - (iv) is overly physical (e.g., wrestling, horseplay, tickling, or other roughhousing);
  - (v) is unnecessary (e.g., assisting with toileting when a Child does not require assistance); or
  - (vi) is initiated against the wishes of the Child, except if such contact may be necessary to prevent injury to the Child or to others, in which case:
    - physical restraint should be a last resort;
    - the level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the Child to prevent harm to themselves or others; and
    - the incident must be reported to the National Head of Jin Sei Ryu Karate-Do as soon as possible.
- (f) Relevant Persons are required to report to the Relevant Organisation any physical contact initiated by a Child that is sexualised and/or inappropriate, for example, acts of physical aggression, as soon as possible, to enable the situation to be managed in the interests of the safety of the Child, Relevant Persons, and any other participants.

## **2.9 Overnight stays and sleeping arrangements**

- (d) Overnight stays involving Children are to occur only with the Relevant Organisations approval and consent of a parent or guardian of the Children involved.
- (e) Written approval must be obtained prior to the overnight stay. Written approval could include electronic messaging formats such as email or SMS.
- (f) Practices and behaviour by Relevant Persons involved during an overnight stay must be consistent with the practices and behaviour expected during delivery of our sport at all other times.
- (g) Standards of conduct that must be observed by Relevant Organisations and Relevant Persons involved during an overnight stay include:
  - (i) Children are provided with privacy when bathing, toileting, and dressing;
  - (ii) appropriate dress standards are observed when Children are present;
  - (iii) Children will not be exposed to pornographic material, for example, through movies, television, the internet, or magazines;
  - (iv) Children will not be left under the supervision or protection of unauthorised persons such as accommodation staff, or peers;
  - (v) sleeping arrangements will not compromise the safety of Children such as unsupervised sleeping arrangements, or Children sharing a bed or an adult sleeping in the same bed as a Child; and
  - (vi) Children have the right to contact their parents, or another adult, if they feel unsafe, uncomfortable, or distressed during the stay.

## **2.10 Change room arrangements**

- (d) Children should be supervised in change rooms whilst ensuring their right to privacy.
- (e) A minimum of two Relevant Persons of the same gender as the group should always be present,
- (f) Relevant Persons must not shower or change at the same time as supervising groups of Children.
- (g) Relevant Persons must avoid one-to-one situations with a Child in a change room area
- (h) Relevant Persons need to ensure adequate supervision in 'public' change rooms when they are used, providing the level of supervision required for preventing abuse by members of the public, adult users, or general misbehaviour, while also respecting a Child's privacy.
- (i) Phones, cameras and recording devices are not to be used in changing rooms and in particular whilst Children are getting dressed.

## **2.11 Use of, possession or supply of alcohol or drugs**

Relevant Persons, whilst responsible for the care of Children, must not:

- (d) use, possess, or be under the influence of an illicit drug;

- (e) use or be under the influence of alcohol;
- (f) be impaired by any other legal drug such as prescription or over-the-counter drugs;
- (g) supply alcohol or drugs (including tobacco); or
- (h) supply or administer medicines, except when permitted by law or with the consent of the parent, guardian, or carer of the Child and under a valid prescription for that Child and at the prescribed dosage.

## **2.12 Parent/Guardian Involvement**

Relevant Organisations must:

- (d) ensure that a parent/guardian is involved in any significant decision, including the signing of any documentation in relation to their Child's involvement in Jin Sei Ryu Karate-Do.
- (e) conduct all training sessions in open locations and allow parents/guardians to watch their Children during training.
- (f) make parents/guardians aware of the standard of behaviour required when watching their Child during training. Parents/guardians displaying inappropriate conduct may be asked to leave but may not be denied access for an undetermined amount of time.

## **2.13 Transporting Children**

- (d) Children are only to be transported in circumstances that are directly related to the delivery of our sport programs and services.
- (e) Other than in an emergency, it is not acceptable for Relevant Persons to transport Children without prior written approval from their parent or guardian. Gaining approval involves providing information about the proposed journey, including the:
  - (i) form of transport to be used;
  - (ii) reason for the journey;
  - (iii) route to be followed, including any stops or side trips; and
  - (iv) details of anyone who will be present during the journey
- (f) When transporting Children, the Relevant Person must drive responsibly, not be impaired by alcohol or any other mind-altering substances, have an unrestricted driver's licence, and to the extent practicable, not be alone in the car with a Child.
- (g) Children may only be transported in a vehicle when the manufacturer-stated capacity is adhered to and seatbelts and child restraints must meet Australian Standards.

## **2.14 Drop off and pick up of Children**

Relevant Organisations must:

- (d) ensure Children and their parent or guardian know the time and location of training and matches, including start and finish times.
- (e) arrive before scheduled practice or game times to ensure that Children are not left unattended.
- (f) have an accessible register of parent and guardian emergency contact numbers and an operational phone.
- (g) ensure they are aware of alternative pick up arrangements for Children and that the parent or guardian has provided consent.
- (h) ensure that if a parent or guardian is late, they make reasonable attempts to contact them. It is not the responsibility of Relevant Persons to transport Children home if their parent or guardian is late for pick up.
- (i) not leave the training hall until all Children have been collected by their parent or guardian.



## Annexure C: Recruitment & Screening

These recruitment and screening requirements have been developed to provide a fair, safe, consistent, and comprehensive recruitment process across our sport. Our sport takes child protection seriously and ensures that Jin Sei Ryu Karate-Do Australia recruits personnel that are suitably qualified and committed to providing professional, safe, and enjoyable programs and services to Children.

### 1. *Child-Related Positions*

- 1.1 All roles within our sport (employees and volunteers) both new and existing must be assessed using Appendix 1: Child-Related Position Assessment.
- 1.2 A child-related position means a position that involves or may involve contact with children, either under the position description or due to the nature of the role.
- 1.3 Positions assessed as 'child-related' must be appointed using the recruitment and screening process outlined in Annexure C.

### 2. *Position Descriptions*

- 2.1 Developing appropriate selection criteria for a position is a valuable first step to reducing the risk of appointing someone who poses a child safety risk.
- 2.2 Examples of appropriate selection criteria may include: 'Must have experience working with Children.' 'Must be able to demonstrate an understanding of appropriate behaviours when engaging with Children.'

### 3. *Advertising*

- 3.1 All positions identified as child-related will include the following statement in the position description and any advertising: *Jin Sei Ryu Karate-Do Australia is committed to protecting Children from harm. We require all applicants that will work with Children to undergo an extensive screening process prior to appointment.*

### 4. *Interviews*

- 4.1 All applicants for child-related positions are required to attend at least one interview, preferably in person or on a videoconference (e.g., Zoom etc.).
- 4.2 During the interview, questions regarding the applicant's suitability to work with Children must be included. Refer to Appendix 2: Interview Requirements and Sample Questions.

### 5. *Working with Children Checks*

- 5.1 Working with Children Check (WWCC) laws aim to prevent people who pose a risk from working with Children as paid employees or volunteers. WWCC laws are currently in place in all Australian states and territories.
- 5.2 These laws require certain individuals involved in areas such as sport and recreation to undertake a check to determine their suitability to work (in a paid or volunteer capacity) with Children. Whether a particular individual is required to undertake a check depends on the WWCC laws of the relevant state or territory.
- 5.3 Relevant Organisations must meet the requirements of the relevant state or territory WWCC laws. Specific state and territory requirements can be found [here](#).
- 5.4 All personnel that require a WWCC will supply a copy of it to, or be validated by, Jin Sei Ryu Karate-Do Branch making the appointment.
- 5.5 Jin Sei Ryu Karate-Do Australia may not engage a person who does not have a satisfactory WWCC in the relevant jurisdiction(s).
- 5.6 Regardless of whether an individual is required or otherwise eligible to obtain a WWCC in the relevant jurisdiction(s), it is a serious breach of the Child Safe Policy if an individual:
  - (a) who has convictions that would make them ineligible to be granted a WWCC is appointed to a child-related position within Jin Sei Ryu Karate-Do Australia; or
  - (b) continues in a child-related position if they have been charged or convicted of a crime that would make them ineligible to be granted a WWCC.
- 5.7 Relevant Persons are required to report any criminal conviction or charge that indicates that they may present a potential risk to the Children to whom they help deliver programs or services, such as illegal drug possession or use, gun crimes and assault, including adult sexual assault.

### 6. *National Criminal History Record Checks*

- 6.1 Depending on the relevant jurisdictional legislation Jin Sei Ryu Karate-Do Australia may require the preferred candidates to have completed a 'national criminal history record check' (also known as a 'police check') where the candidate does not otherwise meet the jurisdictional threshold to apply for and obtain a WWCC.

- 6.2 A criminal history does not automatically preclude an applicant from being appointed unless their criminal history suggests that they may pose a risk to Children. If there is information relevant to the employment decision, the applicant will be provided with an opportunity to respond to the contents of their police check (if they wish to do so).
- 6.3 The decision to appoint or not appoint an applicant because of a police check result, along with the rationale for that decision, must be communicated to the applicant by the Relevant Organisation.
- 6.4 A copy of the police check must not be retained. The original must either be returned to the applicant if requested or be destroyed in a secure manner on completion of the recruitment process. If the applicant is appointed, a record of the date and certificate number of the police check should be recorded in their personnel file.
- 7. *International Criminal History Record Checks***
- 7.1 Any applicant who has resided overseas for 12 months or more in the last ten years must obtain an international criminal check.
- 7.2 Some countries will not release information regarding an individual for personal or third-party purposes. Where police records checks cannot be made, reference checks must be conducted with at least two referees that personally knew the individual whilst they were residing in the other country.
- 7.3 Jin Sei Ryu Karate-Do Australia must inform the applicant that referees will be asked whether they have knowledge or information concerning the applicant that would adversely affect the applicant from performing the job, including any relevant criminal offences. The credentials of persons acting as referees must be verified and can include previous employers or government officials).
- 7.4 Overseas applicants should not commence until this process is satisfactorily completed.
- 8. *Monitoring compliance***
- 8.1 Jin Sei Ryu Karate-Do Australia will ensure that all personnel in child-related positions have a current WWCC as specified in state and territory legislation: <https://aifs.gov.au/cfca/publications/pre-employment-screening-working-children-checks-and-police-checks/part-overview>
- 9. *Reference checks***
- 9.1 Jin Sei Ryu Karate-Do Australia will conduct a minimum of two reference checks for the preferred applicant to gather additional information about the applicant's suitability to work in the role for which they have applied.
- 9.2 The selected referees must:
- (a) be able to provide information relating to the applicant's suitability to work with Children;
  - (b) have known the applicant for at least 12 months;
  - (c) not be related to the applicant;
  - (d) be able to vouch for the applicant's reputation and character.
- Please note:** Written character references are not sufficient unless also followed up and verified through direct contact.
- 9.3 Referees will be asked directly about any concerns they may have about the applicant working with Children. Refer to Appendix 3: Reference Check Requirements and Sample Questions.
- 10. *Qualification and registration checks***
- Educational or vocational qualifications, or professional registration will be verified for the preferred applicant for the position, if applicable.
- 11. *Minors***
- 11.1 If a person under the age of 18 is appointed to a child-related position, Jin Sei Ryu Karate-Do Australia must:
- (a) comply with the relevant WWCC legislation;
  - (b) undertake appropriate screening (interviews and referee checks);
  - (c) ensure that they are aware that they are bound by the Child Safeguarding Policy, Child Safe Practices and the obligations associated with working with Children; and
  - (d) obtain information about any pre-existing relationships, especially where the Child-applicant interacts personally with another Child participant.

## Appendix 2: Interview Requirements and Sample Questions

---

- The interview process is a very important step in selecting the right instructors for Jin Sei Ryu Karate-Do Australia and in identifying any people that may pose a risk of harm to children.
- An open-ended style of behavioural-based questioning will give insights into the applicant's values, attitudes and understanding of professional boundaries and accountability.
- All applicants should be informed during the interview that referees will be contacted as part of any final selection process.

### Questions that **MUST** be asked

- Would you please tell us about your beliefs and values in relation to working with children?
  - Would you please tell us about your awareness and understanding of child protection?
  - Would you please tell us about your professional experience, competencies, and qualifications in relation to working with children?
  - What boundaries are important when working with children?
  - Have you ever had any disciplinary action taken against you in relation to you working with children?
- 

### Additional Questions that **MAY** be asked

- What do you find most rewarding about working with children?
- What do you find most challenging about working with children?
- How would you handle a child that is behaving in a manner that is disruptive in a group setting?
- How do you think your peers, supervisors and referees would describe the way you work with children?
- Are there any children whom you would not wish to work with and, if so, why?
- How would you deal with a child who is acting aggressively?
- Have you ever lost your temper working with children? What was the trigger for this? What was the outcome?
- How would you respond to a child who disclosed they were being subjected to abuse?
- A parent of a child attending your service wants someone from the organisation to care for their child out of hours. What would be your response to this request?
- What would you do if you thought another staff member or volunteer had harmed or was harming a child?
- What would you do if you thought a child was being abused at home?
- Can you tell us about children you have found challenging to work with? What strategies do you use to handle challenging behaviour?
- How would you handle a child that appears sad and refuses to participate in activities?

**Take notice of your own thoughts and feelings when interacting with the applicant. Ask for more information if the applicant does not provide sufficient information in his or her responses.**

**Red Flags include, but are not limited to:**

- unexplained lengthy gaps in employment history
- strange or inappropriate questions / statements about children
- expresses an interest in spending time alone with children / in working with children of a particular age or gender
- excessive interest in child photography
- being evasive or inconsistent in responding to questions.

## Appendix 3: Reference Requirements and Sample Questions

- The purpose of seeking references is to obtain objective and factual information to support appointment decisions.
- Ask the same questions of each referee.
- When contacting the referee, identify yourself and your position, give the name of the candidate and the reason for your call.
- Before asking questions, describe the job and the competencies that you are seeking.

### Questions that **MUST** be asked

- Are you related to the applicant? (Please note, if the person answers yes, you cannot proceed with this referee check and another referee needs to be obtained from the applicant).
- In what capacity have you known the applicant and for what length of time? (Please note, if less than 12 months another referee should be obtained from the applicant)
- How would you describe the personal character of the applicant?
- Would you have any concerns about this applicant working with or being in contact with children?
- How does the person respond to supervision/oversight?
- In your time working with the applicant, was there anything that led you to believe that this applicant is not suitable to work with or be in contact with children?
- To your knowledge, has this person ever been involved with the abuse or neglect of children?

---

### The panel should consider the validity of the referees by reflecting on the following questions:

- What is the relationship between the referee and the applicant?
- Has the referee known the applicant in a professional capacity and if so when and for how long?
- Is the referee able to provide relevant information about the applicant's work history and performance?
- Has the referee observed the applicant demonstrating the skills and knowledge required for the position?

### Red Flags include, but are not limited to:

- A reluctant referee
- A referee who does not know (or appear to know) the applicant well
- Information that the referee will not provide
- Information that differs from the applicant's account
- Evasive or convoluted responses
- Referees that would not re-hire the applicant
- Referees that cannot be contacted
- Referees that were not informed they would be used.

