



ISHIGAKI CIC

Ishigaki CIC Operating Procedures.....	2
Equality, Diversity, and Inclusion Policy.....	14
Complaints Policy.....	17
Safeguarding Reporting Policy.....	21
Social Media Policy.....	29
Under 18 members Policy.....	36
Financial Policy.....	39

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Company number: 13800167

Ishigaki CIC Operating Procedures

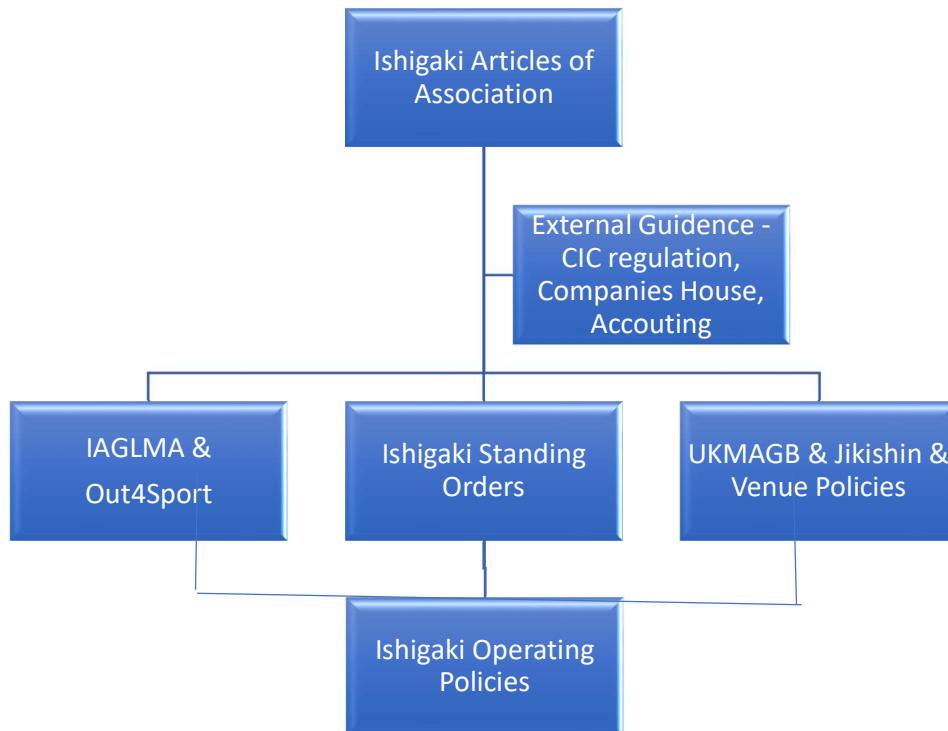
Definitions

- A. “the Company” shall mean Ishigaki CIC, a Community Interest Company Limited by Shares;
- B. “the Articles” shall mean the Articles of Association of the Company.
- C. “CMT” means the Company Management Team who are made up of the Company Directors as referred to and better described in the Articles.
- D. “Training Function” means any and all activity including but not limited to martial art training, self-defence courses, health and wellbeing training, which occurs in-dojo as more particularly described in Part C of the Operating Procedures.
- E. “Jikishin” shall mean Jikishin Ju Jitsu being a member of the United Kingdom Martial Arts Governing Body which is the organisation under which the Company’s Training Function is currently conducted.

Introduction

1. The Articles of Company, the Operating Procedures outline how the Company will be operated, controlled and managed.
2. This document details the Operating Procedures of the Company and is subordinate to the Articles or any relevant legislative regulation.
3. Where the Company is a member of associations and governing bodies, or hires spaces from venues, then the Company will take guidance and best practice into account.
4. The Operating Procedures can only be amended by the passing a resolution during a Board Meeting majority or by passing a majority resolution during a General Meeting of Company pursuant to Article 39.6
5. The Company management is divided into two functions being in Dojo/Training and CMT. The Operating Procedures are reflective of that division and seek to regularise same.

Company Organigram



A. Company Management Team (CMT)

1. The directors of the Company, together with any elected office bearer from time to time, form the CMT.
2. The CMT are responsible for the administrative management of the club and its activities.
3. Where there may be role conflict between the CMT and the Training Function, the Training Function are subordinate to the CMT.
4. The CMT can create any other roles by passing majority a resolution at a CMT meeting.
5. Current six CMT roles are:
 - a. President
 - b. Secretary
 - c. Treasurer
 - d. Membership
 - e. Web and Technology
 - f. Communications- internal and external

As more particularly described in paragraph B below

6. The CMT will meet a minimum of 4 times a year.
7. CMT Meetings will have the following standing agenda items:-
 - a. Financial Report
 - b. Membership Report
 - c. Head Sensei Report
 - d. Safeguarding Welfare officer report
 - e. Web and Technology update
 - f. Communications update
 - g. D&I update
 - h. AOB
8. The CMT will discuss and review the following agenda items no less than annually:
 - a. Health & Safety, Safeguarding and Welfare;
 - b. Policies and Procedures;
 - c. Coaching needs of the Company;
 - d. medical/accident/incident log; and
 - e. Code of conduct
9. As well as the powers conferred on CMT by the Articles, the CMT has the following additional responsibilities:
 - a. maintain up-to-date policies , which will be reviewed and ratified by the CMT once a year:
 - i. Safeguarding Policy;
 - ii. Under 18's Policy;
 - iii. Financial Policy;
 - iv. Health and Safety Policy;
 - v. Equality, Diversity and Inclusion Policy;
 - vi. Complaints Policy;
 - vii. Social Media Policy;
 - viii. Code of Conduct (together with Head Sensei); and
 - ix. Coaching policy
 - b. The CMT may create other Committees, Sub-Committees or Working Groups to which it may delegate or refer business for detailed consideration.
 - c. The CMT will manage the following standing Sub-Committees in a manner it deems appropriate from time to time:
 - i. Social Committee;
 - ii. Pride Organiser;
 - iii. Self Defence; and
 - iv. Out for Sport Liaison.
10. The CMT may, at its sole and absolute discretion, adopt or refute any policy or guidance issued by Jikishin.
11. The CMT may refer any matter it deems appropriate to an Annual General Meeting, Head Sensei or Jikishin.

B CMT Role Profiles

1.1 “President”

- a. Must be a current member.
- b. Must have been a member (continuous) for no less than 5 years to be eligible to hold this directorship.
- c. Will be the leading figurehead for the company and will work with the Directors to maintain and enhance the Company.
- d. To set annual goals and objectives for the company.
- e. To work with other directors to define their goals.
- f. To appoint people to additional committee roles to support company objectives and other directors.
- g. Consider initiatives for members to enhance the promotion of the company (including national and international events).
- h. To manage and maintain links with external contacts including but not limited Jikishin, IAGLMA, Out for Sport, Pink Power.
- i. To manage escalated issues related to members with the aim of resolution in the best interests of the company.
- j. In consultation with the other directors create/disband Standing Sub Committees with specific focus and goals. Appoint directors to these sub committees.
- k. Create posts of specific areas of responsibility to assist the running of the company.
- l. Fulfil the role or appoint a qualified designated safeguarding lead and welfare officer.

1.2 “Secretary”

- a. Must be a current member.
- b. Must have been a member (continuous) for no less than 2 years to be eligible to hold this office.
- c. To arrange and facilitate regular directors meetings with a minimum of 3 per year.

- d. Liaise with training venues to ensure bookings for training areas are maintained and deal with any issue relating to booking.
- e. Make sure Jikishin event dates (Grading, Kobudo, Revision Days, Competitions etc) are posted on appropriate Ishigaki sites and liaise with Jikishin accordingly.
- f. To organise general meetings of the company.
- g. To organise and invigilate elections of directors at appropriate intervals at general meetings of the company.
- h. Filing information at companies house and the CIC regulator.
- i. Compile and maintain a list of:
 - (i) Company bank accounts and passwords related to those accounts (including security questions).
 - (ii) Company email(s) and the passwords (including security questions).
 - (iii) Company website, facebook, instagram accounts, passwords (including security questions).
 - (iv) Key contacts at company venues

1.3 “Treasurer”

- a. Must be a current member.
- b. Must have been a member (continuous) for no less than 5 years to be eligible to hold this office.
- c. Must have accountancy, bookkeeping skills or able to demonstrate key mathematical ability.
- d. take the key responsibility to maintain the financial integrity of the company.

- e. set annual financial goals aiming to ensure the financial viability of the company.
- f. Present annual financial reports to the CMT.
- g. To make payments to suppliers/providers in a timely manner.
- h. Liaise with other members of the CMT re budget allocation for specific initiatives.
- i. Reimburse members for approved expenses made on behalf of the company.
- j. To notify the CMT when the finances become a concern.
- k. In consultation with the CMT - set training fees at all levels of the company and determine both how fees are to be collected and at what intervals.
- l. Prepare annual accounts
- m. Comply with reporting requirements of the Company.

1.4 “Membership Director”

- a. Must be a current member.
- b. Must have been a member (continuous) for no less than 2 years to be eligible to hold this office.
- c. The membership director will be responsible for maintaining company membership records.
- d. Set annual goals related to membership retention and converting beginners to members.
- e. To process company members forms (new and renewals) in a timely manner.
- f. Liaise with third party organisations.

- g. Maintain members database and grant appropriate access.
- h. Maintain email distribution lists for club communication and make available to Directors and social committee.
- i. Provide lists of current members and members class payments methods to class runners on a monthly basis
- j. Compile a list of Company members eligible to vote in General Meetings pursuant to the Articles when required

1.5 “Web Technology” &

- a. Must be a current member;
- b. Must have been a member (continuous) for no less than 2 years to be eligible to hold this office.
- c. To manage and maintain the Company’s online presence , such as the Ishigaki website(s) and organising coding and support where required.
- d. advise and implement as to all IT based needs of the Company

1.6 “Communications – Internal and External”

- a. Must be current member.
- b. Must have been a member (continuous) for no less than 2 years to be eligible to hold this office.
- c. To set annual goals related to all forms of marketing the company.
- d. Be responsible for the internal and external marketing of the Company.
- e. To generate a variety of content for online publication, images, flyers, banners, pop ups and merchandise and any other content need by the Company.
- f. To ensure that relevant materials are available at events attended by people representing the company.

- g. To maintain the integrity and status of the brand and image of the company.
- h. Authorise the use of the company logos.
- i. Assist the president with external connections to the club and maintain links with other gay sports clubs and groups.

C Training Function

- i. The Company recognises the most senior, and appropriately qualified instructor, of ishigaki jujitsu club as the Head Sensei of Ishigaki Jujitsu Club, whose role is more particularly described below at paragraph D. Seniority is recognised by the standard martial arts hierarchy of the person that first achieved the highest Dan grade of all members. Only members that have maintained their ishigaki jujitsu club membership continuously for 5 years will be eligible to be Head Sensei.
 - ii. A member may decline to be the Head Sensei, when the title will pass to the next most senior member. If there is dispute regarding who qualifies as the most senior, the senior senseis (all 3rd Dan members and above) should come to agreement of whom they recognise as Head Sensei. If the senior senseis cannot reach consensus, then the decision will be made by the CMT. If agreement cannot be reached by any these methods, the President of the CMT will appoint the Head Sensei.
 - iii. The Head Sensei can additionally be a Director of the Company or be a member of the CMT or hold any other role as created by the CMT
- i. Ishigaki CIC recognise Keith Johnson (5th Dan) as Head Sensei.
 - ii. The following members are recognised as senior sensei (in rank order):
 - a. Rob Muir (5th Dan)
 - b. Quentin Parker (4rd Dan) (Welfare)
 - c. Ian Raxton (4rd Dan)
 - d. Joe Morgan (4rd Dan)
 - e. Sue Shaw (3rd Dan)

D Training Function Role Profiles

Head Sensei and Senior Instructor The most senior member of the club by jujitsu rank will maintain the title of Ishigaki Head Sensei and Senior

Instructor, independently of any posts held as part of the Company or CMT.

Their role will be to manage the development of members jujitsu skills, determine Ishigaki 'House style' of Jujitsu and be responsible for all Training Function decisions.

They will work with senior sensei and class runners to ensure that classes are delivered to enhance members jujitsu skills linked to the syllabus and competition formats.

They will ensure there are strong contacts with a national association to maintain the integrity of the club's status and standing. This will include taking decisions on jujitsu affiliation.

They will maintain their coaching qualification and share their knowledge and skills with Ishigaki instructors, black belts and kyu grades.

To take appropriate actions in response to cause for concern relating to members which may include suspending or cancelling their membership.

To be responsible for the appointment of Class Runners

Class runners

Monday at Pimlico – Ian

Tuesday at Finsbury – Rob

Thursday at YMCA – Keith

Saturday at YMCA – Any Class Runner

Sunday at Kicks Brighton –Sue

Class Runner at Large – Quentin

Insured Coaches

Ensure that their qualifications are renewed in a timely manner – coach, first aid, personal indemnity insurance.

The cost to maintaining these qualifications will be reimbursed through the club treasurer.

Report concerns about any member to the Head Sensei and to assist in the enforcement of any action.

Be available to cover two classes a year.

Stay up to date with Ishigaki's policies and procedures.

E. Training Function Code of Conduct

Code of Conduct for Club Coaches, Officials and Volunteers

The essence of good ethical conduct and practise is summarised below. All Club Coaches, Officials and Volunteers must lead by example:

- Consider the wellbeing and safety of participants before the development of performance.
- Develop an appropriate working relationship with members based on mutual trust and respect.
- Hold the appropriate, valid qualifications and insurance cover.
- Attend appropriate Coaching opportunities to ensure good practise.
- Make sure all activities are appropriate to the age, ability and experience of those taking part and ensure all participants are suitably prepared physically and mentally when learning new skills.
- Display consistently high standards of behaviour and appearance, dressing suitably in club uniform and not using inappropriate language at any time whilst involved with club activities.
- Never consume alcohol or smoke immediately before or during training or events.
- Obtain prior agreement from the parent/guardian of under-18 performers before transporting them anywhere (training/competitions/outings).
- Never have under18 year old performers stay overnight at your home.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Always report any incidents, referrals or disclosures immediately, following the appropriate guidelines set out in the UKMAGB Child Protection policy.
- Never condone rule violations or use of prohibited substances.
- Make sure that confidential information is not divulged unless with the express approval of the individual concerned.
- Promote the positive aspects of the sport (e.g. fair play).
- Encourage performers to value their performances and not just results.
- Follow all guidelines laid down by the UKMAGB, CMT and Head Sensei.

Code of Conduct for
Participants

We are fully committed to safeguarding and promoting the wellbeing of all our members. The club believes it is important that everyone associated with the club should show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and share any concerns or complaints that they may have about any aspect of the club with Sensei.

As a member you are required to abide by the following club rules:

- All members must participate within the rules and respect coaches, judges and their decisions.
- All members must respect opponents and fellow club members.
- Members should keep to agreed timings for training and competitions.
- Members must wear suitable clean and ironed attire for training and events, keep long hair tied back and remove all jewellery, maintain a high degree of personal hygiene and keep all nails short.
- Members must pay any fees for training at class, and for events promptly.
- Members must not smoke, consume alcohol or take drugs of any kind immediately before, or during training, or when representing the club at competitions or other events.
- Members should treat all equipment with respect.
- Members must inform the Sensei of any injuries or illness they may have before the warm-up begins.
- Members should not eat, or chew gum, use bad language, during a session.
- Junior members – under 16 - should remain with coaches at the end of a session until collected by their parent or guardian.
- Members must inform their Mat Sensei prior to leaving the training area.

Code of Conduct for Parents

As the parent / guardian of a junior / vulnerable adult member of Ishigaki Ju-jitsu Club you are required to abide by the following club rules:

- Encourage your child to learn the rules and participate within them - support your child's involvement, encourage and help them to enjoy their sport - discourage challenging / arguing with officials and publicly accept officials' judgements.
- Help your child to recognise good performance, not just results and set a good example by recognising good sportsmanship and applauding the good performances of all.
- Never force your child to take part in sport.
- Always ensure your child is dressed appropriately for the activity and has plenty to drink.
- Children must wear suitable clean and ironed attire for training and events, keep long hair tied back and remove all jewellery, maintain a high degree of personal hygiene and keep all nails short.
- Endeavour to establish good communications with the club, coaches and officials.
- Share any concerns or complaints about any aspect of the club with the Sensei.
- Use correct and proper language at all times.
- Never punish or belittle a child for poor performance or making mistakes.
- Always collect your child promptly at the end of a session.
- Never remove a child, for any reason, from the Training Area without informing the club/head coach - Inform the club/head coach if someone else is collecting your child.
- Always ensure younger children use the toilet prior to the start of a session.
- Ensure poorly children stay at home! Encourage injured children to attend training to observe or help out - it keeps up interest - please keep the club/head coach informed if your child is ill, injured or unable to attend sessions.
- Parents must ensure they inform the coach of any medical conditions/injuries/special educational needs/disabilities.



ISHIGAKI CIC

Equality, Diversity, and Inclusion Policy

This policy will be reviewed on an ongoing basis, at least once a year. Ishigaki CIC will amend this policy, following consultation, where appropriate.

Date of last review:

Equality, diversity and inclusion policy

Ishigaki CIC is committed to encouraging equality, diversity and inclusion among our members, and eliminating unlawful discrimination.

The aim is for our club to be truly representative of our community, and for each member to feel respected and able to give their best.

The organisation is also committed against unlawful discrimination of customers or the public.

Our policy's purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our membership
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage or civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation
3. Oppose and avoid all forms of unlawful discrimination.

Our commitments

The club commits to:

1. Encourage equality, diversity and inclusion in our membership to ensure we reflect the community we serve.
2. Create and maintain an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all are recognised, valued and celebrated.
3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow members, visitors, directors, committee members and any others in the course of the club's activities.

Where such complaints arise, members are obliged to treat them fairly and sincerely, and take appropriate action as required, including under Article 27.2 of the CIC's articles of association.

It is noted that a complaint may relate to an ultimately criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Include equality, diversity and inclusion as an item for discussion at general meetings.

Further, the club may commit to:

5. Monitor the make-up of the membership regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

6. Appoint a Committee, under Articles 10 and 11 of the club's articles of Association, to carry out tasks relating to equality, diversity and inclusion such as the directors under those articles may so delegate, which may include:

- annual review of this policy, under paragraph 9 of the club's Operating Procedures
- monitoring of membership make-up under paragraph 5 above
- acting as liaison between club members and directors on issues relating to equality, diversity and inclusion
- promoting best practice, news, and events relating to equality, diversity and inclusion particularly in sport
- working alongside directors, class runners and others to ensure equality, diversity and inclusion and a key consideration in Ishigaki sporting and other activity

[Additional commitment to LGBT+ inclusion](#)

Article 5 of the club Articles of Association states that:

The objects of the Company are to carry on activities which benefit the community and in particular, but without limitation, to teaching and promotion of martial arts, fitness and self defence courses to the LGBT+ community and the wider community at large.

As stipulated in this policy, the club takes seriously its commitment to all aspects of equality, diversity and inclusion including – but not limited to – protected characteristics under the Equality Act. Additionally, the club will commit to aspiring to become a leader in inclusive LGBT+ sport, having regard to the experiences and expressions of all members of the LGBT+ community and their allies across intersections between protected characteristics, and beyond.

In doing so, the club will have regard to the views of its members and will champion and protect their individual identities. The club commits to listening and understanding the experiences of its members in its pursuit a vision where LGBT+ inclusion across the community is at the heart of the club's ethos and identity.

[Agreement to follow this policy](#)

The equality, diversity and inclusion policy is fully supported by directors and members.



ISHIGAKI CIC
Complaints Policy

A guide for when a complaint or concern is raised by a member against another member, including class runners and directors. It also covers when outside parties make a complaint against a member.

This policy will be reviewed on an ongoing basis, at least once a year. Ishigaki CIC will amend this policy, following consultation, where appropriate.

Date of last review:

Complaints Procedure

Scope

Procedure for complaints made or concerns raised by a member against another member, including class runners and directors. It also covers when outside parties make a complaint against a member.

Background

Ishigaki has an Operating Procedure. This documents how the club runs, the various roles and responsibilities, and the code of conduct expected of instructors, members, and parents. Ishigaki also has supplementary policies and procedures covering areas such as D&I and safeguarding.

This document adds to those policies and procedures.

It aims to provide a framework that treats all parties fairly.

Procedure

A complaint can be **informal** or **formal**.

A complaint is made by a **discloser** against a **respondent**.

Informal

Informal is when the discloser wishes to remain anonymous, and doesn't want specific allegations raised to the respondent.

However, it should be noted that in the event an anonymous complaint is received, the Club may not be able to follow the complaints procedure in full or reach a final decision.

The Club will respect privacy and confidentiality, when possible, except in cases where there is significant risk of harm, where there is a need for other specific individuals to know on a confidential basis or where legal obligations require it.

The club will attempt to investigate and resolve a complaint within 4 weeks.

Formal

Formal is when the discloser doesn't remain anonymous. Otherwise, it is the same as informal.

The club will attempt to investigate and resolve a complaint within 4 weeks.

Reporting

A member should make a complaint to the Head Sensei, who will act as **investigator**.

If a class runner, sensei, or board member receives a complaint, they should notify the Head Sensei.

If the complaint is about the head sensei, then the complaint should be made to a board member who will be the investigator, or another independent investigator assigned.

Procedure

The head sensei will normally be the investigator. They may delegate if a conflict of interest.

The investigator will decide if there is merit to the complaint. They may seek advice of the board or other class runners as needed.

If they find merit, they will open an investigation.

For fairness, a secondary investigator, normally another class runner or board member, will be appointed. They will attend all meetings with the investigator.

An informal complaint may limit the investigation. In all cases, the nature of the complaint will be revealed on a need-to-know basis. This is to be fair to the discloser and responder.

If the investigator finds the complaint has foundation, then the investigator will request a meeting with the respondent*.

- The investigator will provide enough notice for the respondent to be available. The timeline on serious complaints may be shortened.
- The respondent should keep the meeting confidential, but can request a single independent witness/ companion to attend**.
- The complaint and evidence will be put to the respondent in a factual way during the meeting. A written copy should also be provided.
- At this time, the investigator may choose to inform the respondent of the likely recommendation, or any appropriate temporary actions being taken
- The respondent doesn't have to respond immediately. They are encouraged to reflect and respond later. The response can be delivered at a follow up meeting and or in writing.
- The respondent must respond within 7 days for their response to be considered.

* In person meeting are best practice. They offer clearer communication, ability to discern tone, work more fluidly, and creates more trust. If the respondent fails to attend the meeting the investigator, taking into consideration any reasons and concluding that such failure is without good cause, is free to decide upon the matter using the evidence available.

**The respondents chosen companion will be able to address the meeting to put or sum up the respondents case as well as confer with the respondent during the meeting. They may not, however, answer questions on the respondents behalf, address the meeting if the respondent does not wish them to do so or prevent the investigator from explaining the case.

Once the meeting has concluded and any follow up meeting or response from the respondent received, the investigator will then make a decision using the evidence provided which resolves the complaint.

They may consult other class runners, the board or Jikishin prior to making the decision. This is on a need-to-know basis. This can be for advice or to seek approval, if the recommendation is outside their authority (as per operating procedures).

In serious cases, decisions can be made sooner, or temporary measures put in place while the investigation concludes.

The decision can be, but is not limited to:

- No action
- Formal and informal coaching offered
- Member improvement plan
- Removal from the board
- Removal (temp or permanent) of class runner status (not removal of dan grade)
- Removal (temp or permanent) of coaching status (not removal of dan grade)
- Suspension or expulsion from the club
- Suspension or expulsion from the association
- Carrying out of legal obligations

Report Out

The discloser and respondent will be notified promptly at separate face-to-face meetings and then be given a written copy.

The decision will be actioned promptly.

Appeals

An informer or respondent may have a right of appeal.

The appeal may be considered either on procedural grounds or where there is the provision of crucial new information for which fairness would dictate consideration.

Procedural appeals need to be logged within 7 days of decision notification to be considered

The outcome of the appeal may be:

1. overturn,
2. uphold, or
3. refer back for further consideration

The decision of the Head Sensei and or the Company Management Team is final.

Final - Ishigaki is operated by volunteers. The investigator(s) should be treated fairly by both the discloser, respondent, and other members. They should not be victimised for carrying out this procedure.



ISHIGAKI CIC

Safeguarding Reporting Policy

A guide for directors, class runners, blackbelts and members raising safeguarding concerns.

This policy will be reviewed on an ongoing basis, at least once a year. Ishigaki CIC will amend this policy, following consultation, where appropriate.

Date of last review:

Background

Ishigaki Jujitsu Club believes that no one involved in sport and physical activity, whether they're a volunteer, participant, spectator, or an elite athlete, should ever have to worry about abuse or harassment.

Ishigaki Jujitsu Club recognises we all have a role to play in keeping others safe and people should know what to do if they have any concerns. This is a guide for directors, class runners, blackbelts and all members to safeguard children and adults at risk.

What is Safeguarding?

Safeguarding in sport is the process of protecting both children and adults from harm by providing a safe space in which to play sport and be active. In this document 'adults' also means 'adults at risk'.

A key part of child safeguarding is spreading the message about keeping children safe and building a culture of always acting in the best interest of all children.

One important difference between safeguarding adults and safeguarding children is that, as well as focusing on creating processes and systems to safeguard, there also needs to be a culture that consults with adults on every decision that affects them. Adults can of course make their own decisions, so it's important to keep them well informed. See appendix.

Responding or reporting a concern

Ishigaki Jujitsu Club recognises 'everyone who works with children and Adults at Risk has a responsibility for keeping them safe.

No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action'.

Whilst accepting this duty it is recognised, Ishigaki Jujitsu Club is not responsible for deciding if abuse has occurred. It does have a duty to respond and report concerns. This is done through the Clubs Designated Safeguard Lead or Deputy.

If you think a child is in immediate danger or requires medical attention, you should call the emergency services on 999. You can also ring the NSPCC helpline on 0808 800 5000 to report immediate risks. This is an immediate responsibility and will take priority over informing the Designated Safeguard Lead or Deputy.

If you think an adult is in immediate danger or requires medical attention, you should call the emergency services on 999. Wherever possible let the adult know what you're doing. This is an immediate responsibility and will take priority over informing the Designated Safeguard Lead or Deputy.

Who is the Designated Safeguard Lead

Unless otherwise delegated by the Ishigaki Board, the President of the Club is the Designated Safeguard Lead. The President can appoint a Deputy. The Designated Safeguard Lead should have attended a Safeguarding Seminar.

Detailed guidance – Children

All safeguarding concerns and poor practice occurrences, except if the issue concerns those individuals*, must be reported to the Designated Safeguard Lead. This includes issues raised concerning the activities of instructors or volunteers or, where there are concerns outside of the Ishigaki Jujitsu Club (for example at home, school or in the wider community).

It's important to remember that the welfare of the child is paramount. However, it's not up to you to decide whether or not a child has been abused, but to report concerns appropriately.

Instructors and volunteers must also report the following to the Designated Safeguard Lead or Deputy and make a written record of what they have done, seen or heard:

- They have accidentally hurt a child;
- a child seems distressed in any manner;
- a child appears to be sexually aroused by their actions;
- a child misunderstands or misinterprets something they have said or done.

Designated Safeguard Lead may choose to our 1) governing body, Head of UKMAGB/Jikishin jujitsu Association, 2) local adults social care team, or 3) local police.

Anyone reporting a concern to the Designated Safeguard Lead should keep a record of your concern and how you responded to it.

* In this case concerns can be taken to a member of the Ishigaki Management Team or the Head of UKMAGB/Jikishin jujitsu Association.

Detailed guidance – Adults at risk

All safeguarding concerns and poor practice occurrences, except if the issue concerns those individuals*, must be reported to the Designated Safeguard Lead.

If the adult is not in immediate danger or injured, wherever possible you (or Designated Safeguard Lead) should discuss your concerns with the adult and look together at what should happen next.

Remember under the law any one over the age of 16 is deemed to have the ability to make their own decisions, unless it has been proved that they can't. They are also protected by data protection regulations. See appendix.

Designated Safeguard Lead may choose to either contact 1) governing body, Head of UKMAGB/Jikishin jujitsu Association, 2) local adults social care team, or 3) local police, 4) get support from the Ann Craft Trust

Remember – you can seek advice without disclosing personal details. However, wherever possible, any referrals to social care should be with the consent of the adult.

* In this case concerns can be taken to a member of the Ishigaki Management Team or the Head of UKMAGB/Jikishin jujitsu Association.

Appendix

Advice for instructors, directors, or members

An adult or child 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

It is always difficult to hear about or witness harm or abuse experienced by a child, young person or adult. The following points will be helpful for both you and the person should they choose to disclose abuse to you:

- Stay calm.
- Listen carefully to what is said and try not to interrupt.
- Allow them to continue at their own pace.
- Ask questions for clarification only and avoid asking questions that suggest an answer (leading questions). Use Open questions over closed questions
- Reassure them that they are not to blame and have done the right thing in telling you.
- Be aware of the possibility of forensic evidence if the disclosure relates to a recent incident of physical harm or injury and try to protect any supporting materials e.g. bedding or clothing.
- Contact your Designated Safeguarding Lead. Keep a record of what happened and how you reported it.
- Where you are unable to contact your Designated Person, advice can be sought from statutory agencies or the NSPCC Helpline or the Ann Craft Trust.

When speaking with Adults bear in mind the following:-

- You should discuss your concerns with the adult and look together at what should happen next. Adults have the agency to make their own decisions. Review the Adult at Risk appendix
- Ask for their permission to speak to your Designated Safeguarding Lead
- Remember – you can seek advice without disclosing personal details. However, wherever possible, any referrals to social care should be with the consent of the adult.

When speaking with children also bear in mind the following:-

- Find an appropriate point early on to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- If the concern is serious explain that you will need to get support from other trained people to help keep the child safe. This must be shared even if the child doesn't want you to tell anyone else.
- Tell them what you will do next and with whom the information will be shared. If they are adamant that they do not wish the information to be shared, explain that you will

have to tell your Designated Safeguarding Lead and that it will be discussed further with them.

- All serious concerns must be referred to statutory agencies by the DSL.
- Where the concern or allegation is about a member of staff or a volunteer, this must like all other concerns be reported to the Designated Safeguarding Lead (DSL) or Deputy. The DSL if they consider the concern to be serious, for example potentially child abuse or a crime they must report the incident to the Local Authority Designated Officer or the Police.
- When a safeguarding concern or poor practice has been identified concerning a specific child the parents/guardians/carers of that child should be notified. Where the DSL/Deputy has reported the incident to the statutory authorities, advice should be sought from them regarding this duty before notifying the parents/guardians/carers.

What do we mean by 'Adult at Risk'

The 2014 Care Act defines an adult at risk is an individual aged 18 years and over who:

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

Categories of abuse for Adults at Risk

The 2014 Care Act defines the categories as follows:

1. Physical
2. Sexual
3. Emotional/Psychological/Mental
4. Neglect and acts of Omission
5. Financial or material abuse
6. Discriminatory
7. Organisational / Institutional
8. Self-neglect
9. Domestic Abuse (including coercive control)
10. Modern slavery

Identifying concerns

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.

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

[Mental Capacity and reporting guidance for Adults at Risk](#)

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.

Legislation describes when and how we can make decisions for people who are unable to make decisions for themselves. The principles are:

- 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 to 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.

When someone attends an Ishigaki New Joiners Day and or joins the club a risk assessment is carried out. This will help to identify people with care and support needs. They will often have a pre prepared '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 and what information needs to be shared to other instructors.

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 Designated Safeguard Lead who will make a referral 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.

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).

Ishigaki CIC recognises that some adults who are perfectly capable decision makers are nonetheless neurodiverse and that presents challenges for them socially and in training. Once identified, their neurodiversity will be accommodated and supported in their training.

Data Protection for Adults

All sports organisations must comply with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR). The purpose of Data Protection legislation is not to prevent information sharing but to ensure personal information is only shared appropriately



ISHIGAKI CIC

Social Media Policy

A guide for Directors and volunteers on using social media to promote the work of Ishigaki CIC and in a personal capacity

This policy will be reviewed on an ongoing basis, at least once a year. Ishigaki CIC will amend this policy, following consultation, where appropriate.

Date of last review:

Introduction

What is social media?

Social media is the term given to web-based tools and applications which enable users to create and share content (words, images and video content), and network with each other through the sharing of information, opinions, knowledge and common interests. Examples of social media include Facebook, Twitter, LinkedIn, Instagram tick tok and onlyfans.

Why do we use social media?

Social media is essential to the success of communicating Ishigaki CIC work. It is important for Directors and Ishigaki CIC members to participate in social media to engage with our audience, participate in relevant conversations and raise the profile of Ishigaki CIC's work.

Why do we need a social media policy?

The difference between a personal and professional opinion can be blurred on social media, particularly if you're discussing issues relating to Ishigaki CIC's. While we encourage the use of social media, we have certain standards, outlined in this policy, which we require everyone to observe. Publication and commentary on social media carries similar obligations to any other kind of publication or commentary in the public domain.

This policy is intended for all Directors and Ishigaki CIC members and applies to content posted on both an Ishigaki CIC account/channel and a members personal account. Before engaging in club-related social media activity, Directors and club members must read this policy.

Setting out the social media policy

This policy sets out guidelines on how social media should be used to support the delivery and promotion of Ishigaki CIC and the use of social media by Directors and club members in both a professional and personal capacity. It sets out what you need to be aware of when interacting in these spaces and is designed to help Directors and club members support and expand our official social media channels, while protecting the Company and its reputation and preventing any legal issues.

Point of contact for social media

Our nominated Communications lead is responsible for the day-to-day publishing, monitoring and management of our social media channels. If you have specific questions about any aspect of these channels, speak to the nominated Communications lead. No other Director or club member can post content on Ishigaki CIC's official channels without the permission of the nominated Communications lead.

This policy supplements the Ishigaki Operating Procedures, which contain the members code of conduct. It also works alongside other Ishigaki policies and procedures such as the diversity statement, complaints procedure and safeguarding policy.

Which social media channels do we use?

Ishigaki CIC uses the following social media channels:

- Facebook - @Ishigaki Jujitsu Club
- Facebook - @Ishigaki Jujitsu Members Group
- Instagram – @ishigaki_jujitsu
- TikTok - @ishigaki_jujitsu

These social media accounts are all used to further the objectives of the Company. In particular, sharing news and events with supporters, and to encourage people to become

involved in our sport. We will also share relevant content from grassroots clubs providing LGBTQ+ sporting opportunities across London and the South East, and from relevant stakeholders in the LGBTQ+ sports arena.

Guidelines

Using Ishigaki CIC's public social media channels — appropriate conduct

1. The nominated Communications lead is responsible for setting up and managing Ishigaki CIC's social media channels. Only those authorised to do so by the nominated Communications lead will have access to these accounts.
2. Our Communications lead responds to comments on a daily basis.
3. Be an ambassador for our brand. Directors and club members should ensure they reflect Ishigaki CIC's values as reflected in our CIC mission statement, code of conduct and operating procedures in what they post and use our tone of voice. Our brand guidelines set out our tone of voice that all Directors and club members should refer to when posting content on Ishigaki CIC's social media channels.
4. Make sure that all social media content has a purpose and a benefit for Ishigaki CIC, and accurately reflects Ishigaki CIC's agreed position.
5. Bring value to our audience(s). Answer their questions, help and engage with them
6. Take care with the presentation of content. Make sure that there are no typos, misspellings or grammatical errors. Also check the quality of images.
7. Always pause and think before posting. That said, reply to comments in a timely manner, when a response is appropriate.
8. If Directors and club members wish to contribute content for social media, they should speak to the nominated Communications lead about this.
9. Directors and club members shouldn't post content about supporters or service users without their express permission. If Directors and club members are sharing information about supporters, service users or third party organisations, this content should be clearly labelled so our audiences know it has not come directly from Ishigaki CIC. If using interviews, videos or photos that clearly identify a child or young person, Directors and club members must ensure they have the consent of a parent or guardian before using them on social media.
10. Always check facts. Directors and club members should not automatically assume that material is accurate and should take reasonable steps where necessary to seek verification, for example, by checking data/statistics and being wary of photo manipulation.
11. Be honest. Say what you know to be true or have a good source for. If you've made a mistake, don't be afraid to admit it.
12. Directors and club members should refrain from offering personal opinions via Ishigaki CIC's social media accounts, either directly by commenting or indirectly by 'liking', 'sharing' or 'retweeting'. If you are in doubt about Ishigaki CIC's position on a particular issue, please speak to the nominated Communications lead.

13. It is vital that Ishigaki CIC does not encourage others to risk their personal safety or that of others, to gather materials. For example, a video of a stunt.
14. Directors and club members should not encourage people to break the law to supply material for social media, such as using unauthorised video footage. All relevant rights for usage must be obtained before publishing material.
15. Directors and club members should not set up other Facebook groups or pages, Twitter accounts or any other social media channels on behalf of Ishigaki CIC. This could confuse messaging and brand awareness. By having official social media accounts in place, the nominated Communications lead can ensure consistency of the brand and focus on building a strong following.
16. Ishigaki CIC is not a political organisation and does not hold a view on party politics or have any affiliation with or links to political parties. Ishigaki CIC does not engage in political debate, including on LGBT+ issues. Ishigaki CIC appeals to a broad cross section of the LGBT+ community and must stay neutral accordingly.
17. If a complaint is made on Ishigaki CIC's social media channels, Directors and club members should seek advice from the nominated Communications lead before responding. If they are not available, then Directors and club members should speak to the Management Team.
18. Sometimes issues can arise on social media which can escalate into a crisis situation because they are sensitive or risk serious damage to the Companies reputation. The nature of social media means that complaints are visible and can escalate quickly. Not acting can be detrimental to the charity.

The nominated Communications lead regularly monitors our social media spaces for mentions of Ishigaki CIC so we can catch any issues or problems early. If there is an issue that could develop or has already developed into a crisis situation, the nominated Communications lead will consult with the Co-Chairs to enact a crisis management plan

If any volunteers or staff outside of the nominated Communications lead become aware of any comments online that they think have the potential to escalate into a crisis, whether on Ishigaki CIC's social media channels or elsewhere, they should speak to the nominated Communications lead immediately.

Using Ishigaki CIC's private members Facebook group — appropriate conduct

1. The members code of conduct applies to posts and comments made in the Ishigaki Jujitsu Private Members Group. Specifically; all members must respect coaches, judges, opponents and fellow club members.
2. It is acknowledged that as a private members group, the appropriate standard of conduct to apply is that of what is appropriate within the group itself; rather than a general community wide generic standard.
3. The Communications lead monitors the private member group and may delete content that is deemed inappropriate. Further, the Communications lead may contact the posting individual about their post or refer to the President in the case of clear breach of CIC policy.

Use of personal social media accounts — appropriate conduct

This policy does not intend to inhibit personal use of social media but instead flags up those areas in which conflicts might arise. Ishigaki CIC Directors and club members are expected to behave appropriately, and in ways that are consistent with Ishigaki CIC 's values and policies, both online and in real life.

1. Be aware that any information you make public could affect how people perceive Ishigaki CIC. You must make it clear when you are speaking for yourself and not on behalf of Ishigaki CIC. If you are using your personal social media accounts to promote and talk about Ishigaki CIC's work, you must use a disclaimer such as: "The views expressed on this site are my own and don't necessarily represent Ishigaki CIC's positions, policies or opinions."
2. Directors and club members who have a personal blog or website which indicates in any way that they are members of Ishigaki CIC should discuss any potential conflicts of interest with the nominated Communications lead. Similarly, Directors and club members who want to start blogging and wish to say that they are members of Ishigaki CIC should discuss any potential conflicts of interest with the nominated Communications lead.
3. Use common sense and good judgement. Be aware of your association with Ishigaki CIC and ensure your profile and related content is consistent with how you wish to present yourself to the general public, members, partners and funders.
4. If a Director or member is contacted by the press about their social media posts that relate to Ishigaki CIC, they should talk to the nominated Communications lead immediately and under no circumstances respond directly.
5. Ishigaki CIC is not a political organisation and does not hold a view on party politics or have any affiliation with or links to political parties. When representing Ishigaki CIC, Directors and club members are expected to hold Ishigaki CIC's position of neutrality. Directors and club members who are politically active in their spare time need to be clear in separating their personal political identity from Ishigaki CIC, and understand and avoid potential conflicts of interest.
6. Never use Ishigaki CIC's logos or trademarks unless expressly approved to do so by the communications lead. Permission to use logos should be requested from the nominated Communications lead.
7. Always protect yourself and the company. Be careful with your privacy online and be cautious when sharing personal information. What you publish is widely accessible and will be around for a long time, so do consider the content carefully.
8. Think about your reputation as well as the companies. Express your opinions and deal with differences of opinion respectfully. Don't insult people or treat them badly. Passionate discussions and debates are fine, but you should always be respectful of others and their opinions. Be polite and the first to correct your own mistakes.
9. We encourage Directors and club members to share tweets and posts that Ishigaki CIC has issued. When online in a personal capacity, you might also see opportunities to comment on or support Ishigaki CIC and the work we do. Where appropriate and using the guidelines within this policy, we encourage Directors and club members to do this as it provides a human voice and raises our profile.

However, if the content is controversial or misrepresented, please highlight this to the nominated Communications lead who will respond as appropriate.

FAQ for members personal accounts

1. *I want to advertise my new business on the Ishigaki Members Facebook Group?*

The the Ishigaki Members Facebook Group is for communicating news about Ishigaki, (including scoail events) Jujitsu and Jikishin.

2. *I want to post jujitsu videos on my facebook wall?*

The jikishin training videos are meant for use only in conjunction with teaching from a qualified instructor and are the copy right of the Jikishin training association. Make sure anything you post doesn't encourage people to do something dangerous – Jujitsu is dangerous unless taught by a qualified instructor within the dojo. If the video contains other members of Ishigaki then make sure you ask their permission. Sharing or liking Ishigaki CIC social media posts is fine.

3. *My OnlyFans account involves me wearing my Gi and performing chokes and locks. Is this allowed?*

Please speak to the communications lead to discuss this content.

4. *I am about to become a Personal Trainer. Can I reference my Ishigaki coaching qualifications on my blurb?*

Please speak to the communications lead to discuss this content prior to posting.

Further guidelines

Libel

Libel is when a false written statement that is damaging to a person's reputation is published online or in print. Whether volunteers or staff are posting content on social media as part of their job or in a personal capacity, they should not bring Ishigaki CIC into disrepute by making defamatory comments about individuals or other organisations or groups.

Copyright law

It is critical that all Directors and club members abide by the laws governing copyright, under the Copyright, Designs and Patents Act 1988. Never use or adapt someone else's images or written content without permission. Failing to acknowledge the source/author/resource citation, where permission has been given to reproduce content, is also considered a breach of copyright.

Confidentiality

Any communications that volunteers or staff make in a personal capacity must not breach confidentiality. For example, information meant for internal use only or information that Ishigaki CIC is not ready to disclose yet. For example, a news story that is embargoed for a particular date.

Discrimination and harassment

Directors and club members should not post content that could be considered discriminatory against, or bullying or harassment of any individual, or in contravention of our Equalities,

diversity and inclusion policy, on either an official Ishigaki CIC social media channel or a personal account. For example:

- making offensive or derogatory comments relating to sex, gender, race, disability, sexual orientation, age, religion or belief
- using social media to bully another individual
- posting images that are discriminatory or offensive or links to such content

Equalities, diversity and inclusion

Ishigaki CIC will take steps to use its social media to create and promote a positive image of our less visible member groups inline with our Equalities, diversity and inclusion policy

Protection and intervention

The responsibility for measures of protection and intervention lies first with the social networking site itself. Different social networking sites offer different models of interventions in different areas. For more information, refer to the guidance available on the social networking site itself. For example, Facebook. However, if a volunteers or staff member considers that a person/people is/are at risk of harm, they should report this to the nominated Communications lead immediately.

Under 18s and vulnerable people

Young and vulnerable people face risks when using social networking sites. They may be at risk of being bullied, publishing sensitive and personal information on their profiles, or from becoming targets for online grooming.

Where known, when communicating with young people under 18-years-old via social media, Directors and club members should ensure the online relationship with Ishigaki CIC follows the same rules as the offline 'real-life' relationship. Directors and club members should ensure that young people have been made aware of the risks of communicating and sharing information online, and given guidance on security/privacy settings as necessary. Directors and club members should also ensure that the site itself is suitable for the young person and Ishigaki CIC content and other content is appropriate for them.

Responsibilities and breach of policy

Everyone is responsible for their own compliance with this policy. Participation in social media on behalf of Ishigaki CIC is not a right but an opportunity, so it must be treated seriously and with respect. For Directors and club members, breaches of policy may incur disciplinary action, depending on the severity of the issue. Directors and club members who are unsure about whether something they propose to do on social media might breach this policy, should seek advice from the nominated Communications lead or Management Team.



ISHIGAKI CIC

Under 18 members Policy

A guide for when a legal minor (under 18 years of age) wishes to join the club.

This policy will be reviewed on an ongoing basis, at least once a year. Ishigaki CIC will amend this policy, following consultation, where appropriate.

Date of last review:

Ishigaki – Under 18s Policy

Ishigaki was established over 25 years ago as a safe and tolerant space for LGBT+ people and their friends to learn martial arts. Ishigaki recognises there may be demand from under 18s to join the club and learn martial arts in a positive and safe environment and will accept students age 14 and over at the discretion of the **Ishigaki Senior Instructor & Club Sensei** in consultation with **Ishigaki Class Runners** on a case by case basis.

If Ishigaki has under 18 members then the follow policy will apply:

Procedures

- The named roles in this document reference the pre-existing club roles and structure <https://www.ishigaki.org.uk/club-outline>
- Ishigaki will take the following steps to ensure that under 18s participating in an ishigaki class are able to train in a safe environment.
- Ishigaki will additionally follow the **Child Protection** and **Safeguarding policies** of its governing bodies – The United Kingdom Martial Arts Governing Body and Jikishin Jujitsu Association.
- This policy will be distributed to all **Ishigaki instructors** by the **Ishigaki Senior Instructor & Club Sensei** (supported by the **Ishigaki Committee**) or delegate annually.
- It is the responsibility of the **Ishigaki Senior Instructor & Club Sensei** and **Ishigaki Committee** to ensure this policy is implemented. Class runners are responsible for ensuring the policy is followed in their class.

Coaching

- **Ishigaki Senior Instructor & Club Sensei** and **Ishigaki Class Runners** are responsible for ensuring teaching given is appropriate to under 18s, as they do with all students.

Legal

- Ishigaki will conform to any legal obligations related to teaching under 18 students.
- **Ishigaki Class Runners** will hold an Enhanced DBS certificate which will be no more than 3 years old. Other Ishigaki instructors will be encouraged to have one as best practice.
- No under 18s will be allowed to train in a class without a qualified instructor with a current DBS certificate, level 2 coaching qualification and current first aid certificate.
- The **Ishigaki Committee Secretary** will assist the **Ishigaki Senior Instructor & Club Sensei** to monitor compliance by keeping a log of all instructors and the status of their coaching and first aid qualifications, DBS certificates, distribution and acceptance of policies. The **Ishigaki Committee** will review this log with the **Senior Instructor & Club Sensei** once a year to ensure coverage.

Administration

- **Ishigaki Class Runners** and **NJD coaches** can decide if they allow a new under 18 potential student to take part in their class.
- Students under 18 will need written consent from a parent or guardian before joining their first class, attending a NJD and becoming a member. Written consent is required just once at the first point of contact.
- **Ishigaki Class Runners**, **NJD coaches** and the **Membership Secretary** each have a responsibility to alert each other, **Ishigaki Senior Instructor & Club Sensei** and the **Ishigaki Committee** of new under 18 participants.
- Under 18 students can only join ishigaki at the discretion of the **Ishigaki Senior Instructor & Club Sensei** in consultation with **Ishigaki Class Runners**.
- Ishigaki will not hold the personal contact details of students under 18: such as email, mobile phone numbers etc on paper or electronic records. Only the parent of guardian details will be held on record.
- Students under 18 will not be allowed to join the Facebook group.
- Students under 18 will need written consent from a parent or guardian before attending any social events, Jikishin events or competitions. Social events can be excluded from students under 18 even with written consent at the discretion of the organiser or committee.

Personal Conduct

- **Ishigaki instructors** and **adult club members** should not take any under 18 members alone on car journeys
- **Ishigaki instructors** and **adult club members** should not take any under 18 members home with them
- **Ishigaki instructors** and **adult club members** should not have a sexual relationship with any under 18 members
- **Ishigaki instructors** and **adult club members** should not make sexually suggestive comments to or about under 18 members

Ishigaki reserves the right to revoke a member's membership at any time.



ISHIGAKI CIC
Financial Policy

A guide for Directors and volunteers on Ishigaki CIC financial management, use of Ishigaki debit cards and online banking, and expenses.

This policy will be reviewed on an ongoing basis, at least once a year. Ishigaki CIC will amend this policy, following consultation, where appropriate.

Date of last review:

Introduction

Financial records will be kept so that Ishigaki can:

- Meet its legal and other statutory obligations such as; CIC regulator, HMRC and common law.
- Enable the Directors to be in proper financial control of Ishigaki.
- Enable Ishigaki to meet the contractual obligations and requirements of members, governing bodies and funders

Ishigaki will keep proper books of accounts, which will include:

- An electronic cashbook analysing all the transactions in Ishigaki bank account.
- Relevant HMRC taxation records in accordance with current legislation and reporting requirements

The financial year will end on the 31st December each year.

The Treasurer (a director) will oversee the financial operations.

Accounts will be drawn up after each financial year within six months of the end of the year and presented to the next Directors Meeting.

Prior to the start of each financial year, or within the January latest, the Directors will approve a budgeted income and expenditure management account for the following year.

A report comparing actual income and expenditure with the budget will be presented to the Directors every three months.

Budget

The budget will include:

- Expected income from membership
- Expected income from mat fees
- Expected expenditure for regular venue hire
- Expected expenditure for coaching, insurance etc
- Other expected expenditure – social events, software, equipment
- Target funds for bursaries and discounted membership
- Target funds to be kept in reserve
- Target funds designated for large purchases – new mats

Banking

Ishigaki will bank with Metro Bank plc or any such other banking institution that the directors may nominate. Accounts will be held in the name of Ishigaki CIC. The following accounts will be maintained: Current Account & Savings Account

The bank mandate will always be approved and minuted by the Directors.

The Company will not use any other bank or financial institution or use overdraft facilities or take out a loan without the agreement of the Directors.

Financial Services Compensation Scheme for deposits is currently set up to £85,000 and the Directors will monitor any balances to check they don't exceed this amount and authorise the opening of additional accounts if appropriate.

Receipts (income)

All monies received (Bank, Stripe, Paypal, etc) will be recorded in the electronic accounts file. Ishigaki will maintain files documentation to evidence payments. This may include electronic documentation or electronic copies of paper original receipts. Join-it or Stripe statements suffices for most receipts.

Payments (expenditure)

The aim is to ensure that all expenditure can be demonstrated to be the CIC's business and is properly authorised.

Cheques

The Directors will be responsible for holding the cheque book (unused and partly used cheque books).

Blank cheques will NEVER be signed

The relevant payee's name will always be inserted on the cheque before signature and the cheque stub will always be properly completed. Supporting documentation will always be presented to the signatory when a request is made to approve a cheque.

Online Payments

The Directors have Online bank account access and will keep all the password(s) and PIN(s) secret. The mobile devices upon which on line banking applications are stored will be password protected. Should a Director's mobile device be stolen or mislaid, the Director will take all necessary steps to have access to online banking disabled on that device.

Directors will have access removed immediately upon leaving the Ishigaki board

Supporting documentation will always be presented to the authoriser(s) when a request is made to approve an online transaction.

A director should not reimburse themselves using online banking.

No cheques should be signed or online transaction approved without original documentation (see below).

Debit cards

Debit cards will only be issued to Directors.

Debit cards are only authorised for use in the following circumstances:

- Standing regular payments such as venue hire fees when online payments aren't an option.
- for amounts under £150 when online payments aren't an option – i.e. equipment purchase, entertainment expenses etc

Debit card expenditure will be supported by a receipt and/or invoice which will be scanned and stored on Google Drive and recorded promptly in the electronic accounting records.

Debit cards will be cancelled and destroyed promptly if the individual ceases to be part of the Ishigaki board or if the authorisation of the card's use is withdrawn.

Expenses

Sometimes a director or member of Ishigaki CIC will pay for an item from their personal account and need to be reimbursed. This should only be where it wasn't possible to pay from the Ishigaki account.

No payment signatory signs for the payment of expenses to themselves, including cheques and online transfers. Receipts are still required to be scanned and stored.

Payments documentation

Every payment from the Ishigaki bank account will be evidenced by an invoice or receipt. That original invoice or receipt will be retained by Ishigaki by way of a scanned copy/photograph and stored on the [google drive](#) and circulated on the directors whatsapp chat for transparency.

The Treasurer will spot check the paperwork of some payments while reviewing the accounts each quarter.

Payment authorisation

Standing payments can be made without board authorisation:

- Venue Hire
- Jikishin Fees
- Insurance

Directors can purchase small items (under £150), such as equipment, without board authorisation, where it falls under the agreed budget.

Payments not covered by the above (larger than £150 or not in the agreed budget) need board approval. This can be obtained via board WhatsApp group or in a board meeting.

Other undertakings

Ishigaki does not accept liability for any financial commitment unless properly authorised. Any orders placed or undertakings given, the financial consequences of which are, prima facie, likely to exceed in total £1000 must be authorised and minuted by the Directors, except regular payments such as venue hire. In exceptional circumstances such undertakings can be made with the Chairperson's approval who will then provide full details to the next meeting of the Directors.

All fundraising and grant application undertaken on behalf of the organisation will be done in the name of the Ishigaki CIC with the prior approval of the Directors.

A summary of any obligations associated to new/current grants will be provided at each board meeting. Directors will use this and the management accounts to monitor that restricted funds are spend in the way the donor specified.

Last Reviewed: