



Safeguarding & Child Protection Policy

Version: internal use

FOREWORD

K.M.G - Krav Maga Global Ltd. (KMG) Is operating in the field of child education and the education and certification of people in the role of Kids Instructor. We understand that this needs an organizational responsibility, why we adopt and commit to the KMG Safeguarding & Child Protection Policy. This standard describes good practice for our organization to ensure our programs, operations, staff and partners do not put children and vulnerable people at risk of harm and to enable us to respond appropriately when concerns and incidents arise. As such, this Policy provides a comprehensive benchmark of preventing harm to children and is complimentary to KMG's other Policies, Manuals and Guidelines.

ACKNOWLEDGEMENTS

This document has been prepared with the aim of ensuring excellence at all levels of KMG in an effective, efficient, transparent and accountable manner by promoting and maintaining the highest organizational standards, ethical principles and behavior.

The content was enriched by contributions from numerous KMG members and based on the standards of international (non-governmental) organizations.

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1. GLOSSARY

Abuse – a violation of an individual’s human and civil rights by any other person or persons. It can take the form of physical, psychological, financial or sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the health, survival, development or dignity of a child, young person or vulnerable adult. Abuse can be a single act or repeated acts and can be unintentional or deliberate. Abuse often involves criminal acts.

Child – KMG regards a child as anyone under the age of 18 years, irrespective of the age of majority in the country in which the child lives or in their home country. It is widely recognized that children are generally more vulnerable to abuse and exploitation due to factors such as age, gender, social and economic status, developmental stage, and dependence on others.

Codes, Standards and Guidelines – a Code is a set of rules outlining the norms, rules, and responsibilities or proper practices of an individual or organization. Standards are the specifications of principles and procedures by which the organization assures that it provides high quality products, services, or generally desirable outcomes. A guideline is a statement by which to determine a course of action. It aims to streamline particular processes according to a set routine or sound practice.

Copyrights – Protect the right of an author to control the reproduction and use of any “work” created by an author that has been fixed in tangible form, including literary works, graphical works, photographic works, audiovisual works, electronic works, and musical works. It is illegal to reproduce and use copyrighted material through social media channels without the permission of the copyright owner.

Director(s) or Representative(s) (RR) – the operational executive(s) responsible to support the administrative details in the Territory/Region/Country. The representatives are nominated by KMG-HQ to act as the local representatives of KMG in the defined Territory/Region/Country. In consultation with KMG-HQ they manage and support the local Instructors, business operations and services of KMG.

Discriminatory abuse – abuse motivated by a vulnerable person’s age, race, nationality, sex, sexual orientation, disability, or other personal characteristic.

Financial or material abuse – including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Instructor – means an Instructor who holds a current KMG Instructor certificate and is active in his/her occupation.

Krav Maga Global (KMG/Organization) – refers to the Krav Maga Global Organization represented by K.M.G – Krav Maga Global Ltd, and the services, materials, methods and systems provided by KMG.

KMG Code of Ethics and Professional Conduct – is a document which outlines the ethical and professional principles that govern decisions and behavior at KMG. It gives general outlines how Professional Members should behave, as well as specific guidance for handling issues like harassment, safety, and conflicts of interest.

Krav Maga Global Headquarter (KMG-HQ) – means the world governing body, represented by K.M.G - Krav Maga Global Ltd, at present headquartered in Israel; its management team, employees, staff members, and its services.

Neglect – the persistent failure to meet a vulnerable person’s basic physical and/or psychological needs, likely to result in the serious impairment of his/her health or development. Examples include failure to provide adequate food, clothing and shelter, failure to protect them from physical or psychological harm or danger; failure to ensure adequate supervision (including the use of inadequate care-givers); or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a vulnerable person’s basic emotional needs.

Personal data/information – refers to information or an opinion (including information or an opinion forming part of a database), whether true or not, recorded in writing or spoken, about an individual whose identity is apparent, or can be reasonably ascertained from the information or opinion.

Physical abuse – includes hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm, misuse of medication, restraint, or inappropriate sanctions.

Psychological abuse – includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks. Examples include not giving a vulnerable person opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on a vulnerable person, which may include interactions that are beyond a vulnerable person’s developmental capability. It may involve serious bullying (including cyber bullying), or the exploitation or corruption of a vulnerable person.

Professional Member – means all persons and organizational units that take on a representative role within KMG. These include, for example: KMG Headquarter (KMG-HQ) with its staff members, Country Directors and Representatives with their staff members, Global and International Team of Instructors (GIT), International Coaches Team (ICT), National Team of Instructors (NT), School Owners (SO), Instructors.

School Owner (SO) – (also referred to as ‘Club Owner’ in other KMG documents) refers to an individual or group of individuals who own or operate their own training business or school in the Region providing instruction in Krav Maga (whether through private lessons only or regular classes) as part of its service offering.

Sexual abuse – involves forcing, enticing or coercing someone to take part in sexual activities, whether or not the vulnerable person is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving a vulnerable person in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse can be carried out by adults or other children.

Vulnerable adult – a person, 18 years and above, who by reason of disability, age, gender, social and economic status, or illness, the context they are in, may be unable to take care of or to protect him or herself against abuse, harm or exploitation.

Vulnerable person/people – for the purposes of this policy this is an umbrella term which covers children, young people and vulnerable adults.

Youth or young people – individuals aged 15 to 25 (15 to 35 in some countries) – KMG recognizes that this group spans the categories of ‘children’ and ‘adults’ but regards young people as having particular safeguarding needs and requiring distinct consideration aside from younger children and older adults.

2. INTRODUCTION

Safeguarding is the responsibility that an organization has to ensure that their staff and volunteers, partners, vendors, operations and programs do no harm to children, young people or vulnerable adults (together referred to as 'vulnerable people' under this policy); that they do not expose them to the risk of discrimination, neglect, harm and abuse; and that any concerns the organization has about the safety of vulnerable people within the communities in which they work, are dealt with and reported to the appropriate authorities. It is also the responsibility that the organization has for protecting its staff and volunteers when they are vulnerable, for example, when ill or at risk of harm or abuse.

Child Protection is a central part of but not separate to safeguarding. It is the process of protecting individual children identified as either suffering or at risk of significant harm as a result of abuse or program of activity. It also includes measures and structures designed to prevent and respond to abuse.

Over recent years, there has been increasing recognition of the way in which children, young people and vulnerable adults can be at risk of discrimination, neglect, abuse and exploitation by those who are in positions of trust and power over them, including through local, national, and international physical training activities.

As a consequence, there has been a significant increase in the efforts made by training and education organizations to ensure that no harm results from the contact their staff, volunteers and other representatives have with their target populations or communities.

Through their work, KMG Professional Members, staff of partners and volunteers may engage with young people and vulnerable adults either directly or indirectly.

KMG recognizes it has an obligation to put in place all reasonable safeguarding measures to ensure, as far as possible, the safety and protection of children, young people and vulnerable adults, including those with whom we work and those in the communities where KMG activity is undertaken.

3. PURPOSE

The purpose of this policy and associated procedures is to provide clarity to all on how they should engage with children, young people and vulnerable adults when working for, on behalf of, or in partnership with KMG. It is also to help us make sure that KMG Professional Members, volunteers and other representatives are protected.

It is intended to help us to have a common understanding of safeguarding issues, develop good practice across the diverse and complex areas in which we operate and thereby increase accountability in this crucial aspect of our work.

This policy constitutes KMG's global policy. Whilst it is recognized that local legislation may vary from country to country, this policy identifies our minimum standards and may exceed the requirements of local legislation.

Any breach of this policy will be treated as a disciplinary matter, which may result in immediate termination of membership, employment or contract, withdrawal of volunteer status, and reporting to the police, relevant regulatory authority or other body.

4. SCOPE

This policy is mandatory for all KMG Professional Members worldwide. It is therefore applicable for all persons and organizational units that take on a representative role within KMG. These include, for example: KMG Headquarter (KMG-HQ) with its staff members, Country Directors and Representatives with their staff members, Global and International Team of Instructors (GIT), International Coaches Team (ICT), National Team of Instructors (NT), School Owners (SO), Instructors.

It also covers implementing partners whom we commission and empower, and who we expect to work under the policy as a condition of their involvement with KMG.

5. POLICY STATEMENT

KMG has zero tolerance against abuse and exploitation of vulnerable people. KMG recognizes that safeguarding is everyone's responsibility and that it has an obligation to put in place reasonable measures to ensure, as far as possible, the safety and wellbeing of vulnerable people with whom we work and those in the communities in which we live.

KMG works to the following key principles to protect vulnerable people:

- ▶ Everyone has an equal right to protection from abuse and exploitation regardless of age, race, sex, sexual orientation, marriage and civil partnership, pregnancy or having a child, gender reassignment, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- ▶ The best interests of the vulnerable person are paramount and shall be the primary consideration in our decision making.
- ▶ KMG will take responsibility to meet our obligations regarding our duty of care towards vulnerable people, and take action where we believe that a child, young person or vulnerable adult is at risk or is actually harmed.
- ▶ KMG will ensure that Professional Members are inducted in our Safeguarding Standards.
- ▶ KMG will ensure that all relevant partners are informed and in compliance with our Safeguarding Standards.
- ▶ When working with or through partners or sub contracted agencies, KMG will ensure that their safeguarding procedures are consistent and in line with the principles and approaches set out in this policy.
- ▶ KMG recognizes that an element of risk exists, and while we may never be able to totally remove this, we need to do all we can to reduce it or limit its impact.
- ▶ KMG respects confidentiality and has a responsibility to protect sensitive personal data. Information should only be shared and handled on a need to know basis, that is, access to the information must be necessary for the conduct of one's official duties. Only individuals who have legitimate reasons to access the information are allowed to receive it.
- ▶ Cultural sensitivity; KMG seeks always to work in ways which are culturally sensitive and that respect the diverse nature of the people we work with. We recognize that there are many different ways of thinking and taking care of vulnerable people and making sure they are protected. It is acknowledged that protecting these groups of individuals and being culturally sensitive can be a difficult balancing act, especially given the situation in many of the countries where we work. As an international organization, we endorse the United Nations Convention on the Rights of the Child general principle, that all the rights guaranteed by it must be available to all children without discrimination; and article 19 which accords equal rights to protection for children from abuse.

Every child matters everywhere in the world. Culture must not be used as an excuse to abuse children, young people or vulnerable adults.

6. RESPONSIBILITIES

All Professional Members, volunteers, consultants, sub contractors, partner organizations and visitors are obliged to follow this policy and maintain an environment that prevents exploitation and abuse and which encourages reporting of breaches of this policy using the appropriate procedures.

All people working with KMG will:

- ▣ Read, understand and adhere to the KMG Safeguarding & Child Protection Policy and KMG Code of Ethics and Professional Conduct Policy.
- ▣ Strive to promote a zero tolerance approach to discrimination, sexual harassment and abuse in all working and training environments.
- ▣ Strive to develop relationships with all stakeholders which are based on equality, trust, respect and honesty.
- ▣ Place the safety and welfare of children and vulnerable people above all other considerations.
- ▣ Report any concerns they may have about the welfare of a child or vulnerable person.
- ▣ Report any concerns they may have about the behavior of a KMG representative in relation to safeguarding.
- ▣ In a one-to-one situation with a child or young person, where privacy and confidentiality are important, try to make sure that another adult knows the contact is taking place and why. If possible ensure another adult is in sight and that the child or young person knows another adult is around.

All people working with KMG will NOT:

- ▣ Sexually harass, assault or abuse another person.
- ▣ Physically harass, assault or abuse another person.
- ▣ Emotionally abuse another person, such as engaging in behavior intended to shame, humiliate, belittle or degrade.
- ▣ Condone, or participate in behavior which is abusive, discriminatory, illegal, or unsafe.
- ▣ Develop, encourage or fail to take action of relationships with children or other vulnerable people which could in any way be deemed sexual, exploitative or abusive.

- ▣ Act in ways that may be violent, inappropriate or sexually provocative.
- ▣ Agree with a child to keep a secret which has implications for their safety or the safety of other young people.

Professional Members

Professional Members at all levels are responsible for ensuring employees, volunteers, consultants, visitors and partner organizations are aware of the policy and are supported to implement and work in accordance with it, as well as creating a management culture that encourages a focus on safeguarding. They must ensure that they are responsive, acting immediately if they become aware of any safeguarding concerns, and supportive towards employees or trainees who complain about breaches in this policy.

Beyond this, in their range of authority they are responsible for handling reports or concerns, about the protection of vulnerable people, appropriately and in accordance with the procedures that underpin this policy.

In particular they are responsible for:

- ▣ Monitoring and recording safeguarding concerns.
- ▣ Ensuring referrals to the relevant authorities happen without delay.
- ▣ Ensuring it is implemented throughout the organization and safeguarding awareness briefing given.
- ▣ Ensuring monitoring and recording procedures are implemented.

7. PROCEDURE OVERVIEW

Recruitment and Selection:

- ▣ Safe recruitment and vetting processes are followed for all Professional Members, volunteers, consultants and partners.
- ▣ Where a Professional Member, volunteer or partner is engaged in 'regulated activity' (direct work with vulnerable individuals), a criminal background check shall be undertaken as part of the recruitment process.
- ▣ All KMG Professional Members must abide by this safeguarding policy and the Code of Ethics and Professional Conduct. The code sets out the standards of practice we expect of Professional Members - in terms professional competence, integrity, acting as a representative and in

safeguarding - which support our vision, mission and values. (For more detailed guidance, refer to the KMG Code of Ethics and Professional Conduct).

Induction and Support:

Advice and support on safeguarding shall be provided to all Professional Members and volunteers upon request on:

- ▣ What they should do in the event of a disclosure.
- ▣ What to do if they have concerns about the welfare of a child.
- ▣ How to recognize signs of abuse.
- ▣ What to do if they have concerns about a KMG Professional Member, volunteer, or employee of a partner organization.
- ▣ Where to go for advice and support within the organization.

Clear processes for reporting and dealing with safeguarding concerns and incidents on local, regional and international levels shall be communicated, regularly reviewed and consistently applied. Where allegations are made about a Professional Member, careful consideration must take place about the appropriateness of the person continuing to work with KMG.

Data Protection

We must ensure that personal information is kept confidential unless we have the agreement of the individual and/or their parent/guardian, except where it is necessary to pass this to a specialized child welfare or law enforcement agency in relation to a safeguarding incident.

Social Media

KMG has a policy regarding the media and the use of actual names, images, including photographs and recordings (the 'Social Media Policy'). This should be applied in all situations. Specifically relating to protection of children, young people and vulnerable adults, we will:

- ▣ Use names and images of children, young people or vulnerable adults which are respectful and not expose them to further vulnerability (not degrading or showing sexual images of children naked or partially clothed).
- ▣ Reproduce images and use names of children only where we have the written permission of their parents / guardians using a consent form (see Appendix).
- ▣ Reproduce images and use names of young people and vulnerable adults only where we have their written permission or that of their parents/guardians, whichever is the most suitable.

- ▶ Make clear to vulnerable people and their families that agreement to providing information or images is not a condition of involvement in KMG activities and programs.

8. RAISING AND RESPONDING TO CONCERNS

KMG places a mandatory obligation on all Professional Members, volunteers, contractors and partners to report concerns, suspicions, allegations and incidents which indicate actual or potential abuse or exploitation of vulnerable people or which suggests this policy may have in any other way been breached. It is not the responsibility of the staff members to decide whether or not abuse has taken place, however, concerns should be raised with an individual's Professional Member, Country Director, Regional Representative or KMG-HQ member who will initiate the procedure for dealing with suspected or actual incidents of abuse.

The designated Professional Member who is responsible for the area, training location, or event of the reported concern is responsible for ensuring that the reporting procedure is followed so that suspected or actual cases of abuse are responded to appropriately and consistently, and referred to the relevant statutory authority.

To ensure that all such situations are handled appropriately and effectively:

- ▶ Reports must be made, and decisions and actions taken.
- ▶ KMG is not an investigative authority. It is essential that referrals are made to the relevant law enforcement agency to ensure that appropriate protection and support is given to the vulnerable individual, and that any evidence is collected in accordance with the law.
- ▶ All sensitive and personal data must be kept confidential (including the names of anyone who makes a report of abuse), and be shared on a strictly 'need to know basis', that is, access must be necessary for the conduct of one's official duties.
- ▶ Where a KMG employee is the subject of an investigation, the KMG-HQ executive team will lead the case.

9. APPENDIX

**Sample Parental Consent for Photographic/Film Use of Children under 18 years of age/
vulnerable adult**

I, (adult's name) _____

Of (address) _____

Being the child/children's parent or legal guardian, hereby give permission for

(KMG Location) _____

(Address) _____

To take and use publicity photographs/film of

(Child/children's name/s and age) _____

I also consent to use of the photos for publicity, marketing, and advertising for KMG programs. I agree that the photos/film may be combined with other images, text and graphics and be cropped, altered or modified in any way that KMG deems appropriate.

I consent to the provision of this form and the details within it to KMG, and to their storing these on a database.

I understand that the child's/children's name/s will not be given to press or public without my consent.

I also understand that I may cancel this permission in writing, and that KMG will take all reasonable steps to ensure that the photograph/film is withdrawn from future use.

I further understand that I shall receive no remuneration for this assistance.

Signed _____ Date _____