



Aikido Yoshinkan Brisbane Dojo

Children and Youth Risk Management Strategy

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Strategy

Statement on commitment to children and young people

Safety

Our dojo will provide a safe environment for all children and young people, volunteers, staff, Parents/Care givers and others who attend during children and young people classes.

Wellbeing

Our dojo will provide a warm, respectful environment for all children and young people.

Protection of children and young people from harm

All children and young people will be protected from harm through the policies and guidelines listed in this risk management strategy and the due diligence and care exhibited by the staff, volunteers and Parents/Care givers.

Children and young people those people that are under the age of 18 years and therefore this Strategy applies to any class where a child or young person is in attendance.

Code of Conduct

Interacting with children and young people

Physical contact

Generally physical contact with children and young people and young people should be:

- To develop Aikido skills
- To treat an injury
- To prevent or respond to an injury
- To meet specific requirements of Aikido techniques

All physical contact by Sensei's should fulfil the following criteria:

- Physical contact should be appropriate for the development of an Aikido skill
- Permission from a child or young person should be sought
- Children and young people to be congratulated or comforted in public and not in an isolated setting

Being alone with a child

Do not isolate yourself and a child or young person and avoid being alone with any particular child. If a child or young person approaches you and wants to talk to you



privately about a matter, do so in an open area and in the sight of other adults (eg. Other Sensei's or Parents/Care givers).

Ideally advise another Sensei or adult Aikidoka and ask them to stay within sight while you have the discussion and to come to your assistance if the child or young person becomes emotional and/or you indicate support is required in dealing with the child. Avoid unaccompanied and unobserved activities with children and young people.

Adopt positive language and behaviour:

Adopt positive language when talking with children and young people and in the presence of children and young people. This includes avoiding bad or aggressive language that could intimidate a child or young person or set a poor example.

An authoritative voice may be appropriate where there is the risk of harm to a child or young person from another child or young person or where a child or young person is showing disrespect for others.

Change Rooms

Before going into change rooms knock or announce that you will be coming in and try to have at least one adult with you in a change room with children and young people and young people. Do not isolate yourself and a child or young person from others in the change room.

Maintain Self Control

Sensei's to maintain self control at all times when dealing with children and young people and others. If you follow the concepts and philosophies of Aikido you should find you always address children, young people and Parents/Care givers in an appropriate manner. If for some reason you find you are not able to maintain this, and then seek assistance from other Sensei's, Parents/Care givers. If you have difficulty with self control see the guidelines on behaviour management and seek support and advice from Shuko San or Sensei Mori.

Conduct of Aikidoka

Aikido Yoshinkan Brisbane is a place for children and young people to learn Aikido. At Aikido Yoshinkan Brisbane children and young people learn the techniques of Aikido; they learn the disciplines and respect that comes from following Aikido. They learn to naturally set and attain goals. Their posture, hand eye coordination, reflexes and core strength improves.

- Students should show respect to fellow students and adults at all times by listening, following instructions, and politely responding when spoken to.
- They should show respect to the dojo by always leaving it in the manner they find it and not doing anything to bring harm to the dojo
- They should only enter the Aikido mats with bare feet.
- **To enter or leave the mat** Aikidoka bow from a standing position towards the Aikido founders before stepping onto the mat.
- **After entering the mat for the first time** they should bow from a kneeling position (seiza) to the shrine (shinzen) and then bow again to the Aikido founders.



- **When leaving the mat for the last time they should bow** from a kneeling position to the shrine and then bow again to the Aikido founders, then in a standing position facing the mats they should bow before stepping from the mats.
- They should feel comfortable to address Shuko San or Sensei Mori or other Sensei's about any concerns they may have and be assured it will be acknowledged and handled appropriately, and that the necessary actions will be taken to address their concerns.

Behaviour Management Policy

If you find children and young people are not behaving in an appropriate way in any area of the Dojo acknowledge their inappropriate behaviour and inform them of the appropriate behaviour. Where appropriate advise them that their behaviour impacts the ability for fellow Aikidoka to learn Aikido techniques and enjoy the class.

If you find the child or young person persists with this behaviour advise them of the appropriate behaviour and remind them that we have rules to maintain their safety, remove them from the group by asking them to sit on the side of the mat in seiza. Invite them to rejoin the group after a short time.

If the behaviour persists, defer the matter to Shuko San or Sensei Mori.

Some ideas to assist with maintaining control include:

- Remind children and young people of appropriate behaviour during the circle at the end of the class where appropriate
- Remind them that they will be excluded from the group for inappropriate behaviour.

Drop off and Collection by Parents/Care givers

- Class begins at 4.30pm on Wednesday and Thursday and 10.00am on Saturdays and children and young people can be dropped off from 4.00pm on Wednesday and Thursday and 9.30am on Saturdays.
- Please ensure you arrive at least 10 minutes before class starts so student can be ready and waiting for sensei to come onto the mat.
- Upon entrance to the Dojo place their member card on the counter with a ticket if paying by the ticket system.
- Place belongings and shoes neatly in the change room. Students may change if needed. Please leave change room tidy and turn out the light upon exiting if you are the last person in the change room.
- Children and young people may then bow onto the mat in the manner described in the Conduct of Aikidoka and enjoy the company and games with other Aikidoka.
- When instructed by a Sensei, line up.
- Parents/Care givers are welcome to stay and enjoy their child's class. There is seating in front of the mats (there is another bench under the bench for extra seating and extra chairs are located at the end of the bench and by the book case in the lounge area. Parents/Care givers are also welcome to sit in



the lounge area. There is a collection of toys to entertain small children and young people during class.

We ask that you keep their play to an acceptable level so as not to cause too much disturbance to the class and others staying to watch the class.

Procedures for collection

- Class finishes at approximately 5.45pm on Wednesdays and Thursdays, and 11.15am on Saturdays.
- Children and young people must help with the sweeping of the mats before leaving the mats on Saturdays.
- Bow off in the manner described in the Conduct of Aikidoka.
- Children and young people may change before going home, please the leave the change room in a tidy manner, turning out the light before exiting if you are the last to leave.
- Parents can wait for their children and young people in the seating area.
- Children and young people may also wait outside, within the dojo gates for their Parents/Care givers to arrive.
- If Parents do not arrive a short time after class finishes we ask the child or young person to alert staff at the desk
- We ask children and young people who are waiting for Parents/Care givers to still after arrive to wait in the seating area.
- We also ask the second last Parents/Care givers to leave to watch out for children and young people still waiting for collection and alert staff at the front desk
- We ask Parents/Care givers who are delayed in collecting their child or young person to advise the dojo by phone call if their anticipated delay is greater then 15 minutes to ease the distress of the child
- Drop off and Collection is the responsibility of the Parent/Care giver.
- The Dojo does not provide transport to students, you may make agreeable arrangements with other Parents/Care givers but the Dojo will not be party to such arrangements.
 - We advise when doing this that both parties are clear about the arrangements, that the drop off and pick time is understood and the intended path; i.e. straight to Aikido and back, or journey via such destination, so you are accountable for your time so as not to cause undue stress. Ensure to contact the child's Parent/Care giver if expected time of arrival is delayed for any reason.

Injuries and illness

Should an injury occur during class children and a qualified first aid person will treat young people. We do reserve the right of Parent/Care givers to treat their own child.

- The comfort level and dignity of the child or young person will always be maintained
- Only the area of the injury will be uncovered and sensitivity to a child's modesty will be assured.



- Children and young people with blood injuries will be removed from the mat in a manner to ensure the safe of all concerned. The area will be treated and when the blood flow has stopped, the injury will be cleaned covered before the children and young people returns to the mat where the injury allows. (Guidelines for this staff manual)
- Injuries and any treatment provided will be reported to Parents/Care givers on arrival
- Contact by phone will be made to the Parent/Care giver if the injury deems it necessary.
- If necessary we will seek medical attention for your child or young person on your behalf as soon as possible. Medical attention will be sought at the expense of the Parent/Care giver. (Disclaimer in this document)
- All incidents will be documented in the Incident Register.

Participants with disabilities

Children and young people with disabilities are welcome to take Aikido classes. Every effort will be taken to accommodate their disability and ensure their dignity and respect while at the Dojo and during class. We do acknowledge that the physicality of some techniques may cause difficulty for some children and young people.

Photographing children and young people

Most people entering the Dojo are known to staff, dojo members and care givers and others will be acknowledged and inquired of by someone on entrance to the Dojo. We ask that Parents/Care givers in the dojo or at demonstration only take photographs.

We ask that you limit the taking of photographs to only include your child. Where that is not possible we ask that you seek the permission of the Parents/Care givers whose child or young person may appear in your photographs prior to taking any photographs.

Report Suspicions of Harm

It is the responsibility of everyone to report suspicions of harm to Shuko San or Sensei Mori.

Procedures

Management

Document management

- Will maintain a document listing emergency contacts accessible only to management.
- Will maintain a document stating the necessary permission to seek medical attention for your child or young person on your behalf.
- Will maintain a document registering those with a blue card and ensure all holders maintain a current blue card.



Safety management

- Will ensure that those administering first aid hold the necessary qualifications.
- Will manage all reports of suspicion of harm and take necessary actions.
- Will manage all disclosures with confidentiality and the attention necessary to resolve the issues to everyone's satisfaction.
- Will take a roll at the beginning and end of each class.

Policies and procedures for recruiting, selecting, training and managing volunteers

- Will ensure that Shuko San and Sensei Mori interview those who would like to assist classes to review and evaluate candidate's skills and attributes before they start assisting classes.
- Will ensure that only those who hold blue cards or are Parents/Care givers of Aikidoka on the mat during class; with the appropriate skills, assist Shuko San or Sensei Mori during class.
- Will ensure that all those who assist during classes have the necessary attributes and skills to instruct children and young people in Aikido techniques.

Plan for managing breaches of the Risk management Strategy

- Will manage all breaches of the Risk Management Strategy and take necessary actions.
- Will give a verbal warning if any volunteers or stakeholders breach any of the Risk management strategy and ensure the person understands clearly how they have breached the Risk management strategy.
- Will ban the person from the dojo who have breached of the Risk management strategy for the second time after they have been given an initial warning.

Strategies for communication and support

- Will ensure that those assisting during class or on behalf of the dojo are aware of and adhere to the Risk Management Strategy.
- Will ensure that those who assist have a copy of the Children and Youth Risk Management Strategy.
- Will publish the latest version of this document on the dojo website, accessible from home page.

Policies and procedures for compliance

- All adults that provide assistance in a children and young people's class, and are not Parents/Care giver's of the children or young people on the mat during that class will be required to have a valid blue card issued from the Queensland Government.
Parents/Caregiver who provide assistance when their child or young person are not on the mat or are conducted in activity that it not the activity the children are involved in, but work with the child will require a blue card; i.e. administration of first aid or instructing Aikidoka.



- All Blue cards will be registered in a centralised register, allowing for the monitoring of expiry of blue cards to ensure holders are notified with sufficient time to renew.
- If you already hold a blue card and assist the Dojo is anyway that involves children, show it to Shuko San and Sensei Mori so that they can register themselves as an interested party of your blue card.
- Read and comply with the Risk Management Strategy
- This is a living document and will be reviewed and updated on a recurring basis, so please suggested any changes you feel are needed.
- Fill out the Incident report when first aid is given.
- When suspicions of harm are reported to you or come to your attention report them to Shuko and Sensei Mori and they will take the necessary steps and ensure the proper recording, reports and steps are made.

Plans

High risk activities

As a physical activity Aikido does pose some risk, but classes are structured to ensure the safety of children and young people.

Everyone instructing Aikido techniques to children and young people have the necessary skills and direction to ensure safety.

Children and young people are grouped in skill levels and taught appropriate techniques to match their skill level. Each technique is instructed and demonstrated before a technique is performed by an Aikidoka.

Supervision and assistance is given while children and young people perform a technique.

Children and Young people are taught how to fall safely.

Techniques are further supported by the playing of games which enforce techniques.

Each children's class is conducted by Shuko Mori, who has been teaching children for over 16 years.

Young people are instructed by Michiharu Mori Sensei, 7th Dan, who was a direct student of the late Master Gozo Shioda for 10 years at the International Yoshinkan Aikido Headquarters in Tokyo, Japan, where he also taught.

Young people also take classes during Adults classes which are conducted by Michiharu Mori and each technique is instructed and demonstrated before a technique is performed by an Aikidoka.

Supervision and assistance is given while the young person performs a technique.

Everyone taking Aikido classes learns to fall safely.

Techniques are further enforce by pairing with Aikidoka of varying levels where the principal of see, do, teach comes into play.

Aikido means the way of harmony and harmonising with your partner is paramount to the foundation of Aikido and is actively pursued by Sensei and everyone taking an Aikido class.



Special events

Aikido holds one event every year and that is the Annual Demonstration. It is held during August. It is a public demonstration displaying the skills of all Aikidoka and the progress they have made in the last 12 months.

All students participate in the demonstration; the children and young people attending children's classes receive recognition of their effort and progress.

Those young people attending Adults class can participate in the Adult Demonstration and can perform in partnership to compete in various competitions displayed during the Demonstration.

A demonstration by Michiharu Mori, 7th Dan, is always included in the event.

While care and supervision of children and young people is provided during rehearsal and while the children perform; children always remain the responsibility of the Parent/Care giver.

The Annual Demonstration is a special occasion where we celebrate Aikido and the progress of the Aikidoka and the Dojo over the passed 12 months.

It is held at an outside location where we invite the family and friends of Aikidoka to join the celebration along with interested public members.

This requires more strident measures to better ensure the safety of children and young people.

Dropping off and Collecting Children and Young People at Demonstration.

When dropping off Children and Young People at the Demonstration we ask that you escort them in and leave them with a Sensei and collect them from a Sensei when leaving the Demonstration. Please advise Shuko San or Sensei Mori if the child or young person is being collected by some other than the Parent/Care giver.

- Drop off and Collection is the responsibility of the Parent/Care giver.
- The Dojo does not provide transport to students, you may make agreeable arrangements with other Parents/Care givers but the Dojo will not be party to such arrangements.
- We advise when doing this that both parties are clear about the arrangements, that the drop off and pick time is understood and the intended path; ie, straight to Aikido and back, or journey via such destination, so you are accountable for your time so as not to cause undue stress. Ensure to contact the child's Parent/Care giver if expected time of arrival is delayed for any reason.

Conduct of Aikidoka

- Children and Young people should show respect to follow Aikidoka and adults at all times by listening, following instructions, and politely responding when spoken to.
- Children and Young people should remain with the group supervised by Sensei's and not wander unaccompanied around the venue.
- Children and Young people should not play on the gym equipment located at the back the auditorium used for the demonstration.



Toileting and Other Areas of Concern at the Demonstration

- When children and young people need to use the toilet facilities they should ask and be escorted by a Sensei of the same gender. Where Sensei will enter the toilet area and see that it is safe before allowing the child or young person to enter and wait in the toileting area while the person or young person uses the facility and then escort them back to the auditorium and supervised group.
- They should feel free to report any suspicions of harm to a Sensei or Parent helper at the demonstration wearing an Aikido Polo Shirt.
- There are no eating facilities at the venue; there is a vending machine and snack bar by the pool. We will not be able to escort children and young people to purchase food, so recommend you supply them with adequate food and water.
- Children and young people may leave the supervised group to join Parents/Care givers during the demonstration when they are not participating. Anytime children and young people are not with the supervised group we cannot be responsible for their care. The moment they leave the supervised group they become the responsibility of the Parent/Care giver.



Forms/Reports

Incident Report – Aikido Yoshinkan Brisbane

Date	Time	Incident / Action Taken	Signature
		<i>Incident....</i>	
		<i>Action Taken...</i>	
		<i>Incident....</i>	
		<i>Action Taken...</i>	
		<i>Incident....</i>	
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		<i>Action Taken...</i>	
		<i>Incident....</i>	
		<i>Action Taken...</i>	

Information for Entering in the Incident report.

- *Enter Time & Date*
- *Name people involved in the incident*
- *Describe the incident*
- *Describe Action Taken, include people involved in action.*
- *Use as many of the cells as needed. Make sure the heading is relevant for the information you are entering in it, otherwise cross out the heading so that the previous heading stands as the one that is relevant.*
- *Sign that the information is true and correct*



Medical Authorisation Form – Aikido Yoshinkan Brisbane Dojo

I, _____, the Parent/Care giver of
_____, a minor, do hereby authorise that in
any event of a medical or other emergency arising in the dojo or annual demonstration in
which the Parent/Care giver cannot be contacted or requires emergency treatment, the dojo
will take all reasonable care of the child/young person, but will not be responsible for the
costs of any ambulance or medical attention or treatment administered to the child/young
person in such event nor will it be responsible directly or indirectly for any act or omission of
any medical practitioner or medical officer attending or treating the child/young person.

Signature of Parent/Care giver

