



Mizu Ryu Ju Jutsu Club

Safeguarding, Consent and Personal Data Guidance

Policy Owner: Anthony Bailey

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Next review date: 30th August 2027

Designated Safeguarding Lead: Stephen Dyer

Purpose

This guidance helps ensure that all club activities, events, communications and use of personal information are conducted safely, responsibly and in accordance with safeguarding and data protection requirements.

1. Events and Away Trips

General Principles

The welfare of children, young people and vulnerable adults is the club's highest priority.

For all events and away trips, the club will:

- Obtain appropriate consent and emergency contact information before participation.
- Ensure suitable supervision arrangements are in place.
- Carry out a risk assessment where appropriate.
- Maintain clear communication with participants and parents/carers.
- Have access to emergency and medical information where required.
- Ensure all adults acting on behalf of the club understand their safeguarding responsibilities.

Children and Young People

- Parents/carers must provide written consent for participation in events and away trips.
- Children should not travel alone with a coach or volunteer unless exceptional circumstances apply and parental agreement has been obtained.
- Wherever possible, a minimum of two responsible adults should be present.
- Children must remain within agreed supervision arrangements throughout the activity.
- Any safeguarding concerns must be reported immediately to the Club Welfare Officer.

Adult Members

- Adults remain responsible for their own safety and wellbeing.
- Personal information collected for events will only be used for event management, welfare and emergency purposes.

2. Social Media and Electronic Communication

Club Accounts

The club may use websites, social media pages and messaging platforms to communicate with members.

All communications should be:

- Respectful and professional.
- Relevant to club activities.
- Appropriate for all audiences.
- Consistent with the club's safeguarding policies.

Coaches and Volunteers

Coaches and volunteers should:

- Use official club communication channels wherever possible.
- Avoid private or secretive communications with junior members.
- Include parents/carers in communications involving children where appropriate.
- Maintain professional boundaries at all times.

Members

Members must:

- Treat others respectfully online.
 - Avoid abusive, offensive, discriminatory or bullying behaviour.
 - Not post content that may bring the club into disrepute.
 - Report inappropriate online behaviour to a club official.
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3. Photography and Video Recording

General Principles

At Mizu Ryu Ju Jutsu, we recognise that photographs and videos can help celebrate achievements and promote the club. However, the safety and privacy of members must always come first.

Consent

The club will seek consent for photography and video use where required.

Members, parents and carers should be informed about:

- How images may be used.
- Where images may be published.
- How consent can be withdrawn.

Acceptable Photography

Images should:

- Focus on the activity rather than the individual.
- Reflect the positive values of the club.
- Be appropriate and respectful.
- Avoid unnecessary personal information.

Children and Young People

When photographing or filming children:

- Parental consent should be obtained.
- Full names should not be published alongside images unless there is a clear reason and appropriate consent.
- Images must never be used in a way that could place a child at risk.

Visitors and Spectators

The club may permit photographs or videos for personal use unless safeguarding concerns arise. Club officials may restrict photography where necessary to protect participants.

4. Personal Data and Privacy

Information We May Hold

The club may collect personal information such as:

- Names and contact details.
- Date of birth.
- Medical information relevant to participation.
- Emergency contact details.
- Membership and grading records.
- Safeguarding and welfare information where necessary.

How Information Is Used

Information will only be used for legitimate club purposes, including:

- Administering membership.
- Managing participation and safety.
- Communicating with members.
- Meeting safeguarding obligations.
- Organising events and activities.

Data Security

The club will:

- Keep personal information secure.
- Limit access to those who need it for club purposes.
- Not share information unnecessarily.
- Dispose of data securely when no longer required.

Member Rights

Members, parents and carers may:

- Request access to personal information held about them.
- Request correction of inaccurate information.
- Withdraw consent where consent is the lawful basis for processing.
- Raise concerns regarding the handling of personal data.

5. Reporting Concerns

Any concerns relating to:

- Safeguarding.
- Inappropriate communications.
- Misuse of photographs or videos.
- Personal data breaches.
- Welfare issues.

Should be reported as soon as possible to the Club Welfare Officer or a member of the Club Committee.

Mizu Ryu Ju Jutsu Club is committed to promoting a safe, respectful and inclusive environment where everyone can enjoy training with confidence and dignity.