

High Me d Lo w	Recommendations	Management Response/Action	Responsible Officers	Implementation Date (dd/mm/yy)
High	<p>Recommendation 1a: All key case management information should be adequately documented in a case management system. This should include</p> <ul style="list-style-type: none"> - a chronology of events - all relevant documents created during the case by all parties involved - details of all decisions made including the rationale for those decisions <p>Recommendation 1b: As a matter of urgency, the BJA should clearly explain to BC in writing</p> <ul style="list-style-type: none"> - the sanctions imposed upon him - the impact of the sanctions on BC's involvement in judo 	<p>All case management has been on the SportEngland case management System since October 2019 covering all areas of the recommendation.</p> <p>Risk Assessment Meeting was held in 22 January 2020. Independent Risk Assessment received 3/3/2020 Chairman/CEO to formalise decision & write to BC. Letter sent to BC on 28/5/2020 with copy of independent risk assessment. A further letter was sent to BC on 15/6/2020 explaining the implications of his suspension and the conditions for his return to coaching</p>	<p>MD/KE</p> <p>Chairman</p>	<p>Complete</p> <p>Complete</p>
High	<p>Recommendation 2: Membership of the BJA Case Management Group should be extended to include personnel with appropriate safeguarding experience who are not BJA</p>	<p>5 applications to internal (BJA members) advert. All reviewed by CPSU and external NGB. All 5 selected and written to on 16/6/2020. The Board has approved policy update. Updated SafeLandings published</p>	<p>KE</p>	<p>Complete</p>

	personnel.	8/10/20. Complete		
High	Recommendation 3: The Lead Safeguarding Officer should not be involved in making decisions as part of the Case Management Group if he has also been an investigator in the case.	Has been in operation for some time	MD/KE	Complete

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Medium	Recommendation 4: Consideration should be given to amending the Safelandings Policy to enable risk assessments and appeals to be heard by independent members of the NSP panel either with or without BJA personnel. This may require a change of the BJA current rules.	Appeal for discipline completed and approved by Board in October 2019 Proposed update for 'Adverse Findings' appeals approved by Board Sept 2020 SafeLandings updated with new policy and published 8/10/20 Complete	KE/MD & advice from Alex Slade	Complete
High	Recommendation 5: As a matter of urgency, the BJA should reconvene the Appeal panel to establish whether BC has undertaken a psychological assessment and determine next steps.	Risk Assessment Meeting was held in 22 January 2020. Independent assessment received 3/3/2020 Appeal panel reconvened (awaits detail) & BC suspended for a further year until Jan 202. BC has now undertaken an independent Risk Assessment with Lucy Faithful Foundation. Assessment conducted Sept 2020. Final report given to BJA Oct 2020. BC informed that he will remain suspended. Decision will be reviewed in Jan 2021. This action is now complete	Chairman/AS	Complete

Med	Recommendation 6: Following any process where sanctions with conditions are imposed a clear implementation plan should be developed to ensure oversight of the imposition of the conditions, intermittent and final review, compliance and final assessment.	Agreed – update to Appendix 8 of SafeLandings approved by Board. Safelandings has been updated and has been reviewed CPSU. Published 8/10/20. Complete	KE/MD	Complete
Med	Recommendation 7: The terms suspension and expulsion should be clearly defined within the Safelandings Policy. The Policy should be amended to include, so far as possible, specific details of what activity is allowed/disallowed during the suspension	Agreed – Update to App 8 of SafeLandings approved by Board. SafeLandings has been update and has been reviewed by CPSU. Published 8/10/20. Complete	MD/KE	Complete
High	Recommendation 8a: If a coach or other member of the Judo community is involved in proceedings which result in their suspension or expulsion, the BJA should work in a timely fashion with the host club and wider Judo community e.g. county officials to ensure that they are aware of the full implications of the suspension and assist them to manage their communication with Club members	Agreed – KE to update SafeLandings (24.2.2020) Consultation email sent out 4/5/2020 Update to App8 SafeLandings approved by Board. SafeLandings has been updated and reviewed by CPSU. Published 8/10/20 Complete	MD/KE	Complete

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	Recommendation 8b: For clarity, Comberton JC should be contacted immediately and informed that BC's details must be removed completely from their website	All details now removed (24/2/2020)	AS	Complete
Med	Recommendation 9: The Code of Conduct for Coaches (and other officials) should be reviewed and amended to include reference to behaviour conducted outside of Judo which might bring the sport of Judo into disrepute.	Para 1.28 in new Coach code of conduct Approved by Board. SafeLandings has been updated and reviewed by CPSU. Published 8/10/20. Complete	KE/MD	Complete
Low	Recommendation 10: Define the role and remit of the Board Champion with specific reference to how the role can be utilised to check and challenge safeguarding decisions	New role descriptor sent to Board Champion signed off by Board on the 25 Feb.	PB/AS	Complete
Medium	Recommendation 11: Define the structure for supporting the delivering of safeguarding within the BJA from grass roots level through to the NGB.	Already a note on each individual licence and improved website and social media promotion/awareness to be developed. KE has now communicated with all paid staff and a representative selection of volunteers and populated a spread sheet. Any training needs identified have been fulfilled. SafeLandings, page 6 para 2 has been updated to reflect the expectation that Safeguarding is everyone's	AS/BP/KE/MD	Complete

		responsibility		
Medium	Recommendation 12: Define the roles and responsibilities of the Area Committees and Development Officers in delivering the BJA safeguarding agenda and ensure they are appropriately trained to deliver the role.	Agreed, further resources required to implement appropriately. KE has populated a spreadsheet and commenced research into current safeguarding role and future training needs (30/10/20) This recommendation has now been incorporated into rec 11. This rec is now complete (6.11.20)	KE/MD	Complete
Low	Recommendation 13: Clubs should be encouraged to use the CPSU Safeguarding Self-Assessment tool to evaluate their response to safeguarding and their compliance with policies and procedures and provide their self-assessment to BJA.	KE published article on BJA website Feb 2020 which included links to the self assessment tool	KE	Complete

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Low	<p>Recommendation 14: BJA should continue to work proactively to establish</p> <ul style="list-style-type: none"> • Which Clubs have CWOs • The details of those CWOs • Whether they meet the requirements of the Person Specification and Job Description as outlined in Safelandings. 	<p>Ongoing activity which need further investment to ensure a more speedy and qualitative implementation This has been set as an objective for coming year for KE & MD in 2020 appraisal . This will be an ongoing activity but the rec is considered complete</p>	KE/MD	Complete
Low	<p>Recommendation 15: Create a dedicated space on the BJA website for CWOs. This could house practical information relevant to the delivery of their role as well as a place where CWOs could raise questions or issues that they need answers to.</p>	<p>Dedicated CWO page already exists on BJA website. This and other Safeguarding pages have been reviewed and updated on 30/4/2020</p>	BP/MD/KE	Complete
Med	<p>Recommendation 16: The appointment of a CWO should be included in the minimum criteria for affiliation.</p>	<p>Continue to encourage but aim to be compulsory for all new clubs initially and all clubs within 3yrs (24/2/2020) Article published on website Feb 2020. Report to Board Dec 2021</p>	MD/KE	Complete
Low	<p>Recommendation 17: A clear structure should be developed which outlines how safeguarding is managed at competitions and events so that all those attending are aware of what to do in the event of an incident</p>	<p>JH & MD have undertaken CPSU 'Safeguarding at Events' training. Initial meeting KE, MD & JH held on 2/3/2. Safeguarding lead for event now needs to be shown on application to host event. Tournament</p>	JH/MD	Complete

		Handbook updated 21/10/21. News item submitted 21/10/21 to be published w/c 25/1021		
Med	<p>Recommendation 18: Separate the Safeguarding Policy into three distinctive documents:</p> <p>1) Safeguarding Policy – outlines BJA’s commitment to Safeguarding</p> <p>2) Safeguarding Procedure – simplified flowcharts outlining what to do if someone is concerned about the safety or welfare of a child or adult at risk</p>	<p>Safelandings has been redesigned with hyperlinks to and from all section to allow much easier navigation. Updated SafeLandings published 8/10/20. Complete</p>	BP/MD/KE	Complete

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	3) Safeguarding Guidance – comprehensive information which provides a step by step guide on how to enact the Safeguarding Policy			
Low	Recommendation 19: Develop an effective communication plan to roll out pertinent and new information in the associated safeguarding Policies (Safelandings) and Procedures on an ongoing basis to ensure Staff, Club Staff, Parents/Carers and children and young people are aware of the requirements within these Policies and Procedures.	Safeguarding area of the website has been updated and a well being area has been added. All important updates are shared on the website, on social media and by email bulletins. Complete	BP/MD/KE	Complete
Med	Recommendation 20: Develop a young person friendly version of the Safelandings Safeguarding Policy and Procedures	Agreed. KE & MD met with Katie 18/11/21 to discuss. 2 drafts produced. Further meeting MD, KE and Nikki with renewed brief. Awaits production of new drafts. This will also be discussed with Junior Leaders. Initial emails sent to Club chairs and CWO's w/c 11/10/21 Awaits further club reps (8/3/22)	BP/MD/KE	ongoing
Med	Recommendation 21: Use the Risk Assessment Process for outcomes of adverse findings on criminal record checks and as part of a discipline process.	Current practice		Complete
Low	Recommendation 22: Review the Codes of Conducts and Ethics and consider whether they can be aligned to BJA's Values	Agreed – New code has been approved by Board and reviewed by CPSU. Updated SafeLandings	MD/KE/JH	Complete

		containing the code published 8/10/20. Complete		
Med	Recommendation 23: Develop a framework which promotes children and young people’s voices and supports children and young people to speak out about abuse and neglect.	KE has identified and emailed top 10-12 clubs to ID a Junior Leader. First 3 clubs contacted March 2020 but put on hold as no club activity during lockdown. Initial emails have been sent to 11 club chairs & CWOs 18/10/21 Awaits further club rep nominations (8/3/22)	MD/KE	Feb 2022
Med	Recommendation 24: Provide guidance to clubs to help them maintain appropriate records of safeguarding concerns. This should include: <ul style="list-style-type: none"> • What information should be collected 	The CPSU Threshold document has been incorporated into a new club complaints process (app 5 SafeLandings) and Data retention policy has been updated in consultation with Matt Keefe & has been added to SafeLandings as appendix 14. Globocol template has replaced appendix 2. These have been incorporated into SafeLandings update which was approved by BoD 30/6/20. SafeLandings has been updated and reviewed by the CPSU. Published 8/10/20. Complete	MD/KE	Complete

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	<ul style="list-style-type: none"> How it should be stored <p>This information should also be used to create a simple data set that would enable clubs to provide regular information to the BJA about incidents that have been reported to them and the outcomes of those incidents.</p>			
High	<p>Recommendation 25: All cases currently marked as pending on the spreadsheet log of cases should be reviewed to establish whether the case remains open to the BJA and if so to ensure appropriate action is taken as a matter of urgency.</p>	<p>All cases have been reviewed and updated where appropriate Action complete</p>	MD/KE	Complete
Low	<p>Recommendation 26: Develop a safeguarding competency framework for each role across the sport, which can be aligned to a comprehensive safeguarding training plan</p>	<p>CIMSPA currently developing a Professional Standards Framework across the sector which can be used to develop a plan. KE has populated a spreadsheet with all roles across the sport including staff and volunteers and has commenced research into current Safeguarding responsibility and future training needs. This action has now been incorporated into rec 11 and this rec is now complete (6.11.200</p>	MD/KE	Complete
Med	<p>Recommendation 27: Determine the role of the Development Officers in delivering the safeguarding agenda for BJA and develop training and guidance to support them in the role in safeguarding.</p>	<p>DO currently do Club checks however this is limited to the clubs that they are able to attend due reduction in DO staff.</p>	MD/KE	Complete

		Ongoing annual updates and awareness sessions carried out by LSO		
Med	Recommendation 28: Consideration should be given to Coaches and Club Welfare Officers undertaking face to face safeguarding training every three years with annual online refreshers	CWO do TTL face to face every 3 years as do Senior Coach. All other coaches must start with a Face to face course followed by an online course every other three years for validation. This policy is approved by CPSU and BJA have no plan to change this at present	MD/KE	Complete
Med	Recommendation 29: Consideration should be given to the development of a bespoke safeguarding training course which is relevant to judo and incorporates: <ul style="list-style-type: none"> • Children and Young People • Adults at Risk 	There is more value to CWO and Coaches joining with other sports. EG joint CWO conferences		N/A



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