



SAFEGUARDING AND PROTECTION POLICY

1. POLICY STATEMENT AND PURPOSE

1.1. Ritual BJJ strives to at all times provide a safe, fair, and inclusive training environment for all participants. Every child (under 18) and adult at risk (by which we mean any person aged 18 or older (16 or older in some jurisdictions) who has needs for care and support, is experiencing or at risk of abuse or neglect, and is unable to protect themselves) has the right to participate in Brazilian Jiu-Jitsu and other martial arts training free from abuse, neglect, bullying, or harm. This policy applies to all coaches, instructors, staff, volunteers, members, and visiting guests.

2. DESIGNATED SAFEGUARDING LEAD (“DSL”)

2.1. Ritual BJJ appoints a Designated Safeguarding Lead responsible for child and adult welfare, receiving reports of concern, and liaising with statutory authorities where necessary.

2.2. Designated Safeguarding Leads (“DSL”). We have 2 joint DSLs and you can contact either (or both) of them to express any concerns you may have. Their details are:

Names: Steve Hodson and Rachel Davies

Email: safeguarding@ritualbjj.com

2.3. If you are unable to contact the DSLs and/or your concern relates to one or both of the DSLs, then you can contact the Deputy Designated Safeguarding Lead (“DDSL”):

Name: Christopher Milton

Email: deputy-safeguarding@ritualbjj.com

- 2.4. If your concerns relate to someone under 18 years of age, your concerns can also be escalated to the local authority's children's services team:

Rhondda Cynon Taf Children's Services

Tel: 01443 425006

<https://www.rctcbc.gov.uk/EN/Resident/ChildrensServices/ChildrensServices.aspx>

- 2.5. If your concerns relate to an adult at risk, your concerns can also be escalated to the local authority's adult at risk team:

Rhondda Cynon Taf First Response Team

Tel: 01443 425003

<https://www.rctcbc.gov.uk/EN/Resident/AdultsandOlderPeople/Stayingsafe/Protectionofadults atrisk.aspx>

- 2.6. Any safeguarding concerns can also be escalated directly to UKBJJA:

UKBJJA Designated Safeguarding Officer is Greg Creel

safeguarding@ukbjja.org

- 2.7. A copy of the UKBJJA Safeguarding Policy and Child Protection Policy can be found online at:

<https://www.ukbjja.org/wp-content/uploads/2024/12/UKBJJA-Safeguarding-Policy-2022.docx.pdf>

<https://www.ukbjja.org/wp-content/uploads/2026/04/UKBJJA-Safeguarding-Adults-Policy-2022v2.docx.pdf>

- 2.8. Any non-safeguarding concerns or complaints can be communicated to UKBJJA by emailing:

complaints@ukbjja.org

3. Further information about reporting and escalating safeguarding concerns can be found at the following Welsh Government website:

<https://www.safeguarding.wales/en/s5/s5-i/>

4. REPORTING CONCERNS & PROCEDURE

- 4.1. If anyone affiliated with Ritual BJJ (including members, coaches, instructors, staff, and volunteers) receives a disclosure of abuse, neglect, or poor practice, or otherwise suspects or witnesses such issues, that person must:

- (a) Listen and reassure: Do not promise confidentiality. Explain that information must be shared to keep people safe.
- (b) Record: Document the facts (date, time, exact words used, observed physical signs) as soon as possible without adding any assumptions or personal opinions beyond the concerns and the reasons for those concerns.
- (c) Report: Pass the details immediately to the DSL.
- (d) If a child is in immediate danger, contact South Wales Police (999) or Rhondda Cynon Taf Children's Services directly without delay.
- (e) If an adult at risk is in immediate danger, contact South Wales Police (999) or Cwm Taf Emergency Duty Team on 01443 743665 / 01443 657225.

5. RETENTION OF DATA

5.1. Where in accordance with this policy, any report is made to either the DSL or DDSL or any Ritual BJJ staff or regular volunteer, that data is recognised as special category data under the Data Protection Act 2018 and UK General Data Protection Regulations.

5.2. The reports shall be retained as follows:

- (a) Records of a concern or incident involving anyone under 18 years of age shall be retained until that person's 25th birthday.
- (b) Records of an allegation against a member of staff, coach, or volunteer shall be retained for 10 years from the date of the allegation, or until their 75th birthday if the allegation relates to sexual abuse, whichever is applicable.
- (c) Records concerning an adult at risk shall be retained for 6 years from the date of the concern.
- (d) All records shall be stored securely, access restricted to the DSL/DDSL and (where relevant, appropriate, and lawful) shall be disclosed to any appropriate body (for example, the Police, Social Services, or RCT Children's Services etc).

6. CODE OF SAFE PRACTICE FOR COACHES, STAFF, AND VOLUNTEERS

6.1. To maintain professional boundaries and protect both participants and instructors:

- (a) DBS Requirements: All coaches, assistant instructors, and regular adult volunteers handling youth classes must maintain a valid, cleared DBS Check. All DBS checks will be updated at least every 3 years.
- (b) Physical Contact Guidance: Physical contact in BJJ is inherent to technical instruction. Contact must always be open, professionally necessary to demonstrate a technique, and conducted with clear explanation. There shall be no contact with genital areas, buttocks or breasts, and contact shall not take place in secret or out of sight of others.
- (c) Two-Adult Rule: A minimum of two DBS-checked adults must be present during any training session for people under 18 years of age. For sessions with participants under 8 years of age, a coach to student ratio of no more than 8 students to 1 coach will be maintained at all times. For sessions with participants between 8 and 17 years of age, a coach to student ratio of no more than 10 students to 1 coach will be maintained at all times.
- (d) Changing Rooms and photography: Photography or video recording in changing areas or toilets is strictly prohibited. Adults and minors must not use changing rooms simultaneously without parent/guardian adult supervision/chaperone.
- (e) Ritual BJJ members will often compete at local and national competitions. However, Ritual BJJ will not provide any accommodation etc for members. Where any member under 18 years of age who is participating at a competition, it is the responsibility of that member's parent/guardian to arrange transport, accommodation, food and drinks etc. The entirety of this policy, plus the Code of Conduct, shall apply to any training or other activities provided or undertaken by Ritual BJJ whilst members are competing at local, national, or international tournaments.
- (f) Position of power and trust: Ritual BJJ recognises the potential for a significant power imbalance between members and those who instruct or train members. For this reason, none of the Ritual BJJ coaches, instructors, staff, or regular volunteers shall engage in any romantic or intimate relationship with any member who, whilst under 18 years of age, had been trained or instructed by that coach, instructor, staff member, or regular volunteer. This clause applies even where the member in question has subsequently attained the age of 18. Any person acting in breach of this clause is liable to be immediately expelled from Ritual BJJ pursuant to the procedures set out in the Code of Conduct.

7. MEDIA & DIGITAL COMMUNICATIONS

- 7.1. Photographs and videos may be taken during the course of any training and/or sparing sessions and/or during any competitions or other events/activities provided by Ritual BJJ. These photographs

and/or videos will be taken for the purposes of feedback as a training aid or for publicity/promotion of the club.

- 7.2. However, photos/videos taken by Ritual BJJ in which members or other participants are identifiable will only be published with prior written consent of the member or, in respect of members/participants under 18 years of age, with the prior written consent of an appropriate parent/guardian. The prior written consent will be collected during the onboarding process or during routine data updating processes.
- 7.3. For the avoidance of doubt, Ritual BJJ will only take photographs and/or videos of members and/or participants if there is a valid express consent for that member/participant. The gathering of the necessary consents will be done during onboarding, via the relevant GDPR form, and during routine data updating procedures. The giving of consent is entirely voluntary and optional and is not a condition of membership or participation.
- 7.4. Coaches and staff will not communicate directly with minors via personal social media, personal messaging apps, or gaming platforms. All communications must go through a parent or official Ritual BJJ channels, with the exception of publicly posted comments and likes etc on social media platforms in response to posts made on such platforms and then only where the posts are related to Brazilian Jiu Jitsu or related activities (for example, MMA or other martial arts).

8. VERSION AND REVISION

- 8.1. This is the first iteration of the Ritual BJJ Safeguarding and Protection Policy and is effective from 1 September 2025.
- 8.2. This policy shall be reviewed at least annually and, if deemed necessary, shall be updated accordingly. Any update shall be communicated to members via written notification by message on the MAAT app or any other written means (the choice of notice method is at the reasonable discretion of the head coach of Ritual BJJ).