



# GBASSDA

GREAT BRITAIN ALL STYLES SELF DEFENCE ASSOCIATION

GREAT BRITAIN ALL STYLES SELF  
DEFENCE ASSOCIATION

## ***HANDBOOK***





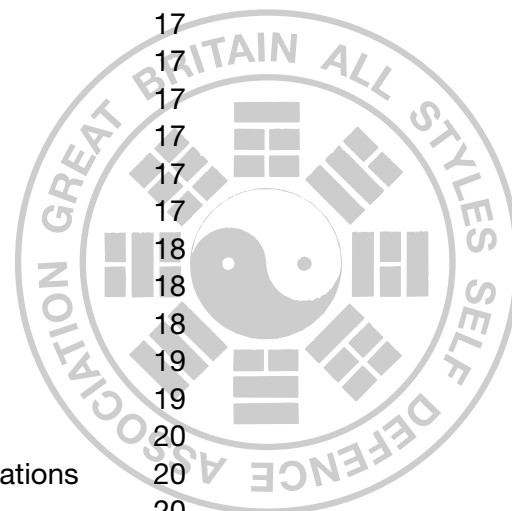
# GBASSDA

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## **HANDBOOK**

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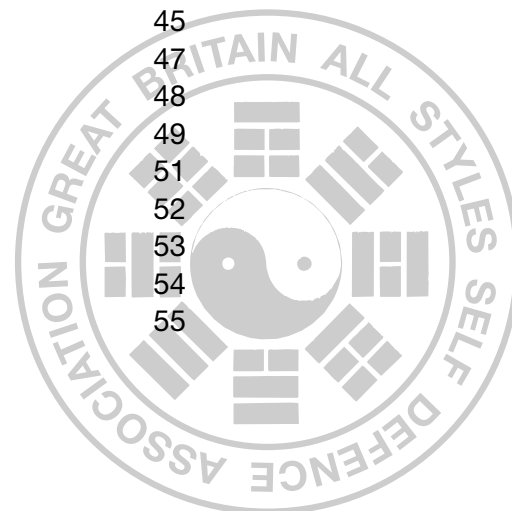




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## **SECTION 1 – DEFINITIONS**

‘Adult Student / Member’ - Any student / member over the age of 18 years of age

‘Assistant Instructor’ – A person teaching or assisting in teaching, who does not hold their own insurance cover under the GBASSDA Instructors Liability insurance

‘The Association’ – The Great British All Styles Self-Defence Association (hereafter known as GBASSDA)

‘The Association Clubs’ – All clubs and members within ‘The Association’

‘Chairman’ / ‘Chairperson’ – The party referred to as such on the official website <http://www.gbassda.co.uk>, however can always be contact at [chairman@gbassda.co.uk](mailto:chairman@gbassda.co.uk)

‘Child Protection Officer’ – The party referred to as such on the official website <http://www.gbassda.co.uk>, however can always be contacted at [childprotection@gbassda.co.uk](mailto:childprotection@gbassda.co.uk) – at the time of writing this document is Jon Whettingsteel and can be contacted in an emergency via the mobile number of 07817758249

‘Committee’ – A group of elected Members, including a chairperson, secretary, treasurer and child protection officer

‘Head of Association’ – The Senior Instructor of each ‘Association Club’

‘Head of Organisation’ – For GBASSDA is the chairperson as referred to below, each club will also have their own Head of Organisation, whom the student will be aware of. For the purposes of Child Protection Policy at Section 4 of this document either of the above definitions is applicable

‘Insured Instructor’ – An Instructor who holds specific cover under the GBASSDA Instructors Liability insurance policy

‘Instructor’ – Whoever shall be responsible for leading and teaching the class that session

‘Junior Student / Member’ – Any student / member under the age of 18 years of age

‘Member of the Committee’ / ‘Committee Member’ – One of the Members of the Committee as defined above

‘Members’ – All students, instructors, Heads of Association

‘Senior Grades’ – Any grade of the level Sandan and above





## **SECTION 2 – INTRODUCTION & CONSTITUTION**

### **2.1: GBASSDAs Mission Statement**

The mission statement of GBASSDA is:

*To be the Association of choice for small to medium Martial Art and Self-Defence clubs within Great Britain.*

### **2.2: What GBASSDA can provide**

GBASSDA can provide:

- Affordable insurance for clubs and Associations
- Arrangement of DBS checks
- Access to national courses
- Access to First Aid training
- Access to Coaching courses
- Support and advice from experience martial arts instructors

### **2.3: Aims & Objectives**

GBASSDA has been established so that different practitioners in self-defence and martial arts can exchange techniques and knowledge for the betterment of the association.

The Objectives of GBASSDA are:

- To promote a genuine interest in self-defence, on a national bases involving all styles of martial arts
- Provide the Association Clubs with expert self-defence instruction, as cheaply as possible
- Encourage the Association Clubs to develop the style best suited to them into a reliable self-defence system
- Provide a national self-defence syllabus, within which each individual style can operate successfully to seek grading in self-defence
- Arrange national courses such that the Association Clubs may exchange knowledge and technique
- To provide the Association Clubs with a framework of recommendations and requirements to follow to run their club and teach martial arts in a safe manner and in accordance with the law

### **2.4: Construction of GBASSDA**

The day to day running of the association shall be conducted by a committee and elected officers, who shall be as follows:

- Chairperson – Who shall hold office for two years
- Secretary – Who shall hold office for two years
- Treasurer – Who shall hold office for one year
- Child Protection Officer – Who shall hold office for two years

At the end of their term of office each of the nominated persons can stand for re-election should nobody else put themselves forward to take this role.

The role of chairperson and secretary shall be due for renewal on alternate years so as to ensure that each of the positions are not due for renewal at the same time.

### **Election of Officers**

Election of officers shall take place at the annual general meeting (AGM) and to hold one of the above positions it is recommended that the candidate should:

- Hold at least the grade of Shodan within GBASSDA



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- Have been a member of GBASSDA for a minimum of five years
- Have regular attendance at the national GBASSDA courses (at least once per year)
- Must be seconded by another member of GBASSDA who holds a minimum grade of Shodan within GBASSDA

Voting shall take place at the AGM by a show of hands. A simple majority vote is required. Any GBASSDA Shodan not in attendance at the AGM may register their vote or objection up to 14 days after publication of the minutes. Such vote or objection to be made in writing by email to [chairman@gbassda.co.uk](mailto:chairman@gbassda.co.uk)

## 2.5: Annual General Meetings and Extra-Ordinary General Meetings

The AGM shall be held annually between the last day of August and the first day of December. All members holding a minimum of Shodan grade within GBASSDA shall be invited to attend. Notification of the date and location of the AGM shall be circulated a minimum of 28 days prior to the date of the AGM. This should also include an Agenda which shall include:

- Register of attendance which shall be signed by each person in attendance
- Apologies
- Chairpersons report
- Secretaries report
- Child Protection Officers report
- Treasurer report, including financial accounts which shall be circulated amongst members
- Election of officials
- Discussion and voting on GBASSDA policy
- Any other business

Any individual wishing to raise an item for discussion at an AGM, including under 'any other business' shall inform the secretary two weeks in advance of the AGM via written communication. If required, an extra-ordinary general meeting (EGM) may be organised at any point during the year. Where an EGM is required the secretary shall invite all committee members and interested parties, confirming the time and location of the EGM at least 14 days in advance.

Voting at all AGMs and EGMs shall be by a show of hands and a simple majority shall be required, unless making any amendments to the contents of this handbook, in which case a two-thirds majority will be required. Every GBASSDA member holding at least a Shodan grade whether present or not at the meeting shall hold one vote. In the event of an equal vote the chairperson shall hold a second, and deciding vote.

## 2.6: Bank Account

GBASSDA shall hold a current account with Lloyds Bank, the details of the account are as follows:

Account Name: Great Britain All Styles Self Defence Association

Account Number: 03305088

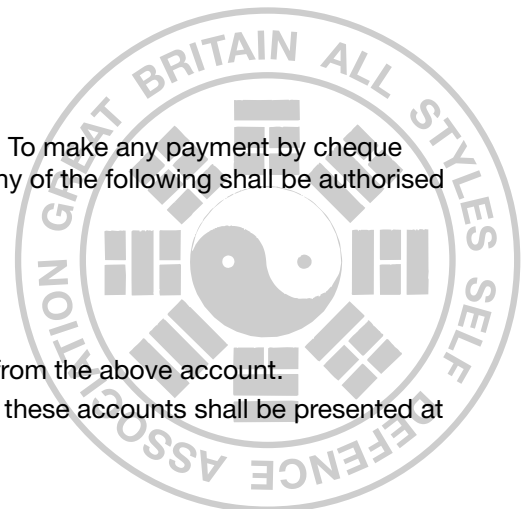
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The paying in book and cheque book shall be held by the treasurer. To make any payment by cheque the signature of two committee members will be required. Two of any of the following shall be authorised signatories:

1. The treasurer
2. The chairperson
3. The secretary

All association funds, income and debts shall be paid either into or from the above account.

A record of all transactions shall be maintained by the treasurer and these accounts shall be presented at the AGM.





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## 2.7: Gradings

GBASSDA shall provide two grading syllabuses:

1. An adult self-defence syllabus
2. A junior self-defence syllabus

Both syllabuses shall contain 7 Kyu grades from 7th Kyu to 1st Kyu and Dan grades as follows:

- 7th Kyu – White belt
- 6th Kyu – Red belt
- 5th Kyu – Yellow belt
- 4th Kyu – Orange belt
- 3rd Kyu – Green belt
- 2nd Kyu – Blue belt
- 1st Kyu – Brown belt
- 1st Dan (Shodan) – Black belt (optional 1 gold stripe)

The adult self-defence syllabus shall also contain Dan grades up to 3rd Dan as follows:

- 2nd Dan (Nidan) – Black belt with 2 gold stripes
- 3rd Dan (Sandán) – Black belt with 3 gold stripes

Copies of the Adult and Junior grading syllabuses are contained as appendix 1 to this handbook.

The policies for gradings are as follows:

- Kyu gradings done in the dojo shall be free of charge, there shall be a fee for Kyu gradings taken on GBASSDA national courses as per section 2.12
- Dan gradings shall be charged a fee as per section 2.12 below
- No more than one Kyu grading shall take place within three months
- Gradings for 1st Kyu and above shall take place on national GBASSDA national courses
- GBASSDA instructors wanting their students to be graded on a national course shall notify the secretary at least 14 days prior to the date of the course
- Gradings may be refused or postponed if the student cannot show regular attendance (at least once per year) at national GBASSDA courses
- With the consent of the head of their association GBASSDA instructors may undertake gradings within their own dojo up to two grades lower than their own grade, up to and including 2nd Kyu
- It is recommended any person seeking to be graded to Shodan or above hold a valid first aid certificate. This recommendation is mandatory and a requirement of the insurance policy for GBASSDA for any person seeking to run their own club
- Any grading to the level of Nidan or above shall be at the discretion of a grading panel and may also involve testing on all or some of the first aid syllabus and any of the Kyu gradings
- The secretary shall maintain a register of each member of GBASSDA's self-defence grade, including the date which their grade was attained. The heads of association shall provide the secretary with the required information for their own students to keep this register up to date.
- A grading officer shall be present on each GBASSDA grading on a GBASSDA national course.

## Grading Officers

Grading officers are non elected roles within GBASSDA. The role is to oversee GBASSDA gradings and maintain high standards and consistency. When conducting a self defence grading they will be looking to ensure that techniques shown are effective, reasonable, and demonstrated safely. The grading officer will run the grading, often with a panel of other GBASSDA Dan grades whose opinion they will seek and take into account, however the grading officer shall have the final say on whether the student passes or fails.



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## 2.7.1: Senior Grading (4th Dan and above)

### **Process:**

Nominations for senior grades should be made by the nominees' head of association, if the person being nominated is the head of association, the nomination may be made by senior instructors within the association or the GBASSDA secretary.

Nominations should be made in writing (email is acceptable) to the GBASSDA secretary at least 14 days before a national course, and should state the name and current grade of the nominee, how they have met the criteria for next grade, and any other information that should be considered. If the required time in grade has been met the secretary will circulate the nomination for review amongst the committee and senior grades. The nomination, details, comments / discussion, and end result will be recorded in the meeting minutes.

### **Criteria:**

The following should be considered the bare minimum requirements for grades 4th Dan and above.

- Minimum time in grade:
  - o 3rd Dan for 4 years before 4th Dan
  - o 4th Dan for 5 years before 5th Dan
  - o 5th Dan for 6 years before 6th Dan
  - o 6th Dan for 7 years before 7th Dan
  - o 7th Dan for 8 years before 8th Dan
  - o etc...
- Grades will not be skipped
- The following should be displayed consistently over time (not just once before request for promotion):
  - o Active participation and contribution to meetings
  - o Active participation at committee level – e.g. committee position or volunteering to assist the committee with tasks
  - o Completing tasks for GBASSDA with enthusiasm and commitment
  - o Regular (at least once per year) attendance at GBASSDA national courses
  - o Teaching on courses
  - o Demonstrating the correct attitude – e.g. respectful of GBASSDA, its members, and the martial arts
  - o Demonstrate commitment to GBASSDA and furthering of self-defence within GBASSDA
  - o Awareness of the consequences of their own actions
  - o Safety within the dojo
  - o Willingness to learn and develop

### **Belts:**

4th Dan shall wear a black belt with four gold stripes.

5th Dan and above shall wear a red and white block belt.

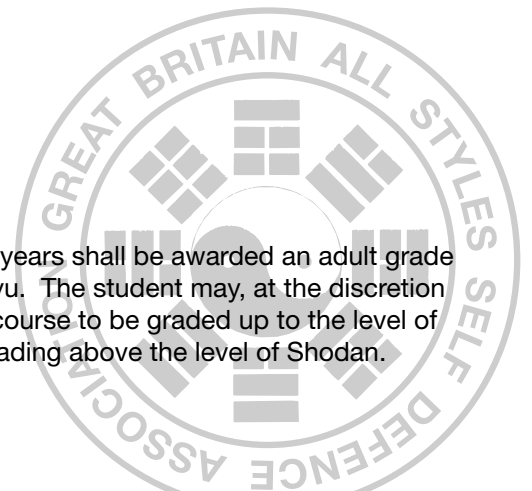
## 2.7.2: Junior Gradings

Any Junior GBASSDA Shodan student upon attaining the age of 18 years shall be awarded an adult grade at the discretion of their head of association up to the level of 1st Kyu. The student may, at the discretion of their head of association present at the next national GBASSDA course to be graded up to the level of Shodan. No Junior student shall be permitted to sit a GBASSDA grading above the level of Shodan.

## 2.8: Instructors, Members, and Association Clubs

### **Instructors**

To be a club instructor within an association under GBASSDA it is recommended that a Sensei / Sifu should maintain the following as a minimum:







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- Have the permission of their Head of Association to be an instructor and run a club
- Hold a GBASSDA self-defence grade of at least Shodan
- Possess and be able to provide a current DBS / CRB check
- Possess and be able to provide a current first aid certificate
- Hold individual Instructors Liability insurance via the GBASSDA policy, as outlined in section 5 below. Instructors are also advised to consider the need for employers liability insurance specific to each individual clubs needs and teaching methods

Subject to available courses and funds the instructor should have completed the GBASSDA / sports coach UK coaching course or an equivalent course and be able to provide evidence of completion of the same. For new Member Associations instructors shall be given twelve months from joining the Association to complete this course.

## ***Heads of Association***

The head of each Association Club shall be responsible for the following within their own club:

- Maintaining the good name, high standards, and reputation of GBASSDA
- Maintaining discipline and safety standards within the dojo
- Grading members of their association club in the GBASSDA self-defence syllabus up to and including 2nd Kyu in accordance with the GBASSDA self-defence grading rules as set out in section 2.7 above
- Notifying the secretary of any changes to a members self-defence grade
- Ensuring licenses are kept up to date and renewal fees, membership details and fees are forwarded to the secretary promptly
- Encouraging members to attend national courses
- Teach at national courses when requested to do so, or delegate a suitable individual within their association
- Heads of Association shall also use their own discretion in respect of any student joining their club and GBASSDA, irrespective of that persons grade, should they be considered to be 'undesirable'

## ***Junior Members***

The GBASSDA child protection policy as outlined in section 4 of this handbook shall apply at all times, including on national GBASSDA courses. This section should be read in conjunction with section 2.9 below. All Association clubs bringing Junior Member(s) to a national course shall assign an individual from their own club to be responsible for the Junior Member(s) throughout the duration of the course. The individual(s) should be DBS checked and approved and will be responsible for the safety and discipline of the Junior Member(s) throughout the course, including break times. Their attendance at the AGM shall be excused for this purpose. The individual(s) shall maintain a list of contact numbers for an appropriate adult for each of the Junior Members so they may be contacted in an emergency.

During a national course it is recommended that Junior Members train on a separate mat from adult members, other than instructors and there shall be a reasonable distance between the two mats.

## ***All Members***

All members shall be responsible for the following:

- Attending regular sessions at their Association Club
- Attending national GBASSDA courses whenever possible
- Showing proper respect to GBASSDA instructors and members
- Striving to improve their knowledge and technique within martial arts and self-defence
- Always having their GBASSDA license with them when in the dojo or attending a national GBASSDA course
- Promptly paying any sums due in respect of their GBASSDA and their club fees
- Ensuring their Head of Association has their up to date contact phone number, address, emergency contact name and number and date of birth for insurance purposes

## ***New Members***

When a new student joins a club they shall complete a GBASSDA membership form contained at appendix



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5 of this handbook.

The club instructor shall be responsible for copying this form and retaining a copy for their own records and providing the original to the secretary.

When a new student attends an Association Club they should be provided with the 'New Student Guidance' form at Appendix 2 of this handbook. Each club may wish to amend the 'New Student Guidance' Information Form to suit their own club. The Head of Association, or in their absence teacher of that class shall ensure the new student is aware of:

- The location of all the emergency exits
- The location of all fire extinguishers
- The first aid kit
- The first aiders
- The Senior Instructor of the club

The teacher should also obtain from the student details of any previous martial arts or self-defence experience that they have.

The teacher may wish to explain in more detail about their club and GBASSDA and their role.

In their first lesson the student will be taught dojo etiquette and how to break fall.

### **Temporary Membership**

To enable instructors to run self-defence courses with the required insurance temporary GBASSDA membership for course attendees shall be made available. All attendees shall be required to sign the GBASSDA temporary membership form, and pay the temporary membership fee as per section 2.12. This shall provide them with temporary GBASSDA membership for the duration of the course only.

The instructors shall be responsible for advising the secretary of the details of the course, including the time, location, and number of attendees and their ages. They are also required to provide a lesson plan to the secretary. This information shall be provided a minimum of 14 days before the course.

The secretary is responsible for providing this information to the insurance company and seeking their approval. This information shall be provided as soon as possible and no less than 7 days before the course commencement date.

The consent of the insurance company is required and failure to do so and obtain the prior consent of the insurance company will render the insurance cover for this course invalid.

It is possible there may be a charge required by the insurance company for any additional cover and the instructor shall be responsible for covering any additional fee.

### **New Association Clubs**

New clubs are to be encouraged to join GBASSDA for the growth and expansion of their association.

The head of the prospective new association must satisfy the Members of the Committee that they are a desirable addition to GBASSDA and can provide something to the Association. The following criteria must be satisfied by the Head of the prospective new association as a minimum:

- Their grade may be checked for authenticity
- They shall be provided with a copy of this handbook to review and confirm their agreement to the same
- They shall show a genuine interest in GBASSDA, its principles and on-going development and growth
- They, along with other instructors in the new association shall be graded at a national course on the GBASSDA self-defence syllabus up to and including the level of Sandan before a grading panel, and such grades shall be awarded once they have achieved the same and shall be subject to the same grading rules as outlined in 2.5 above
- An existing Head of Association shall be permitted to attend a session of their club

Prior to admission the Head of any perspective association shall be required to provide the chairman in support of their application to join GBASSDA:

- A short written summary or statement containing details of their martial arts experience and previous clubs and instructors and details of their current club and training methods



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- A copy of their photographic proof of identification
- A copy of their proof of address
- A copy of their DBS check
- Where applicable, a copy of any teaching certificates and qualifications
- Copies of their grading certificates and qualifications
- Contact details so a telephone or face to face discussion can be arranged with the chairman
- A copy of their martial arts syllabus may also be requested

All existing Heads of Association shall be given the opportunity to review the proposed new Association Club and provide their opinion on the same. Any comments or objections shall be provided within 14 days and failure to raise comment within this period may mean the existing Head of Association has forfeited the right to do so and any objection or comment may not be considered.

The final decision as to whether the New Club shall be permitted to join GBASSDA shall rest with the chairman, having considered the comments of any existing Heads of Association.

## 2.9: National Courses

GBASSDA shall run a minimum of two national courses per year and all GBASSDA members shall be invited to attend. A fee shall be payable by all members attending the course and this shall be as outlined in section 2.12 below. All attendees shall bring to the course the required fee and their GBASSDA license so their attendance and grading can be logged.

Each Head of Association shall be given the opportunity to teach their style of martial arts and self-defence on at least one national course per year.

The Heads of Association shall advise the secretary of any changes to a members self-defence GBASSDA grading at the national course if not before so the secretary can maintain a log of the same in accordance with sections 2.5 and 2.6 above.

Any GBASSDA self-defence grading to the level of 1st Kyu or above shall take place only at the national course.

This section should be read in conjunction with section 2.8 above outlining requirements for all Junior Members attending a national course.

## 2.10: Competitions

GBASSDA insurance shall not cover any member to compete in a competition or tournament. Any member wishing to take part in a martial arts competition and / or tournament shall be responsible for obtaining their own insurance from sources outside of GBASSDA.

## 2.11: Grievances / Complaints

Should any member wish to raise a complaint then they shall raise this with their Head of Association in the first instance. However if the complaint is about the Head of Association or the Head of Association is unable to resolve the issue then this complaint shall be referred to a Member of the Committee.

Any Committee Member being notified of a complaint shall organise a meeting involving all committee members, whereby the best course of action to address the complaint shall be discussed and determined. The Committee Member shall be responsible for pursuing the complaint until its resolution.

Should the Committee Member be unable to resolve the issue then a further step shall be undertaken of arranging a meeting of all the Heads of Association, whereby the issue will be further discussed. If required witness and statements may be called and taken from those involved in the complaint.

## 2.12: Membership Costs

The annual membership for GBASSDA shall be as follows:

Adult – £15

Junior Member – £6



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Full Time Student – £6

Unemployed - £6

The costs of attending a national GBASSDA course shall be as follows:

Adult - £10

Junior Member – £5

Full Time Student - £5

Unemployed – £5

The cost of 1st Dan gradings and above shall be £5.

The cost of Kyu level gradings on GBASSDA national course shall be £1.

The costs of a temporary membership to GBASSDA for the purposes of attending a course shall be advised by the secretary following advice from the insurance company.

These costs are correct as of October 2017 and subject to annual review and all members will be advised accordingly should there be any change.

The Heads of Association are responsible for collecting all monies from members for their membership costs and all new students are also required to provide their contact phone number, emergency contact name and number, address and date of birth with all new membership application for insurance purposes. Annual membership fees shall be payable in the first calendar month of the year.





## **SECTION 3 – HEALTH AND SAFETY**

### **3.1: Risk Assessments**

#### ***Premises***

Prior to the commencement of each session the Instructor of that session should undertake a visual inspection of the potential hazards within the dojo. This should include an assessment of both the inside and outside of the dojo premises.

Any breakages or potential hazards should be reported to the owner of the premises at the earliest possible opportunity.

Some points that may be considered when undertaking the risk assessment are:

- Cleanliness and safety of the toilet area
- Fire exits clear and free from obstruction
- Fire extinguishers available
- Floor free from damage, protrusions, and indentations
- Lighting operational, appropriate, and free from damage
- Hot water working and appropriate temperature
- Floor and mat area clear and free from obstructions or risk
- Whether there is suitable fire detection equipment in place

A risk assessment form is provided in Appendix 3 for assisting the Instructor who may wish to complete this prior to the commencement of any session.

As well as undertaking an initial risk assessment prior to commencement of the session the Instructor shall continue to assess and monitor any change and potential risk during the session.

#### ***New Students***

When a potential new student joins a club the Instructor should undertake a risk assessment including consideration to the following:

- The age of the student and whether they would be an adult or junior student
- Whether they have been advised of, and undertake the dojo rules and etiquette
- Any physical or other difficulty or disability, giving special consideration to any back or neck problems
- Does the student (or in the case of a Junior student, their parent / guardian) understand the registration process
- Does the student (or in the case of a Junior student, their parent / guardian) understand what the club is about
- Does the student (or in the case of a Junior student, their parent / guardian) understand the insurance cover

In the case of a Junior Student consideration should also be given to the following:

- Whether their parent / guardian will be staying for the first session, which is required
- Ensuring the parent / guardian is aware they can attend any session or grading without needing to notify or advise the Instructor

The New Student shall be responsible for advising the Instructor of any current or historical health or medical condition or injury. The Instructor shall also be responsible for asking for this information when undertaking the risk assessment.

The Instructor has the right to request from any new or existing member a recent medical certificate or authorisation from their doctor that they are fit to train.

### **3.2: Health and Safety Guidelines**

GBASSDA operate the following rules during sessions which Instructors must ensure students and if



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applicable their parents / guardians are aware of:

1. Parents / Guardians of Students under the age of 13 being introduced to the club must stay for at least the first lesson to observe the teaching methods. At the discretion of the Instructor Parents / Guardians of students over the age of 13 may be required to stay and observe the first lesson
2. Students should not practise the techniques learnt outside of the dojo except in self-defence
3. Students should not leave or enter the training area (mat / tatami) without permission of their Instructor
4. Students should not travel to and from the dojo wearing their dogi as this may be seen as 'inviting a fight'
5. All jewellery and piercings should be removed, or if not possible must be covered with tape or a plaster
6. Any Student wearing contact lenses should advise the Instructor at the commencement of the session
7. No Junior student should leave the dojo without their parent or guardian present unless permission has been given to the Instructor
8. A senior instructor should oversee all gradings. Instructors should only oversee students up to a maximum of two grades below their own
9. All Senior Grades should attend a minimum of one national GBASSDA course per year. They may also be reassessed on their teaching methods during this time as well as continued reassessment throughout the year. Failure to attend national courses regularly without explanation may result in their grades being withdrawn
10. An Instructor holding valid Instructors Liability Insurance should be on the mat at all times during training. If the instructor has to leave the mat at any point it is recommended that responsibility be handed to another Instructor who also holds a valid Instructors Liability Insurance
11. All instructors should have a valid first aid certificate
12. All instructors running a club should have a valid first aid certificate
13. It is down to the instructors discretion whether to allow an individual to observe a session. If doing so the observer must not speak to or distract anyone whilst training
14. Instructors should ensure all students have trimmed their fingernails and toenails and are not long and / or sharp
15. The dojo should have access for wheelchairs, buggies, etc. where possible, to allow easy observation of the mat
16. Heating and ventilation should be easily accessible and controllable
17. The training area must be level
18. There should be sufficient space to walk between the mat area and wall, radiators, seating / observation areas
19. Toilets should be available and easily accessible for all, students and observers
20. A kitchen area is preferable, but not essential. If available access for Students is by consent of the Instructor only
21. Should any students or observers wish to smoke this should only be done outside of the dojo in a designated smoking area
22. All dojo should have fire exits and students should be aware of where they are located
23. All shoes, clothing, and personal belongings should be placed out of the walkways
24. Instructors should require their students to leave the dojo in a clean and tidy condition and depart from the premises in a quiet and orderly fashion, having respect for the neighbours.

### 3.3: Accidents and Reporting

Should a student injure themselves during training Instructors are to undertake the following procedure:

In the case of a Junior Student



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- Inform their parent / guardian using the emergency contact details provided and request their immediate attendance at the club
- Inform the parent / guardian what happened either over the phone or upon their attendance and advise them accordingly of the follow-up procedure e.g. whether to attend A&E for an x-ray or attend their GP the following day

In the case of an Adult Student

- Assess whether their emergency contact needs to be notified
- Assess whether urgent action needs to be taken, such as telephoning an ambulance
- If urgent action is required, if possible agree with the student arrangements for taking their car and belongings home

In either case the instructor should complete an accident report form which is provided as Appendix 4 of this handbook. A copy should then be provided to the Head of Association who should retain the same if required for future reference.

The Instructor should also advise the committee, who will decide whether it is necessary to inform the Insurance Company. As noted in Section 5 below failure to notify the insurance company may render the existing policy void. It is therefore important this procedure is followed.

### 3.4: Fire Evacuation

All Instructors should ensure a fire / emergency evacuation procedure is in place and all students are aware of this.

As noted above in section 3.1 prior to commencement of a session it is recommended that a risk assessment be undertaken ensuring fire exits are easily accessible and free from obstructions, and there is fire detection equipment in place, as well as fire extinguishers and these have been tested within the required timeframe. This should be indicated by a sticker on the extinguisher.

The instructor should keep a record of all adults and children as they enter and leave the dojo for a record in the event of an evacuation.

In the event of a fire being detected the person discovering the fire shall activate an alarm and notify those present of the fire and need to evacuate the building. No Junior student should attempt to tackle the fire themselves and Adult students should only do so if they feel confident to do so. In any event the alarm should first be raised.

Upon the alarm being activated:

- All persons present in the building should put on footwear and leave the building through the nearest fire exit
- Upon seeking to leave the building should a person discover their fire exit is blocked they should leave by the next nearest exit
- Upon leaving the building all persons should gather at the designated fire assembly point
- The Instructor will be responsible for checking the premises to ensure that all adults and children have vacated, when leaving the building they should take with them the register and their mobile phone
- The fire brigade should then be telephoned and the register taken
- Nobody should seek to re-enter the building until it has been deemed safe to do so





## **SECTION 4 – CHILD PROTECTION & VULNERABLE PERSONS**

### **4.1: Introduction**

For all parts of this section reference to ‘young’ people and ‘children’ also includes reference to vulnerable children and adults.

GBASSDA provides support and activities for young and vulnerable people through a variety of martial arts and creates opportunities for young and vulnerable people to experience different environments in which to develop social skills, self-esteem, and companionship so to enhance their life choices.

GBASSDA works with the principle that the needs of the child are paramount, as set out within the Children’s Act 1989, and in accordance with Safe from Harm, the code of practise issued by the Home Office in 1993 and Protecting our Children. GBASSDA work with children and young people and it is therefore important that all Instructors working with children and young people are aware of their role regarding child protection issues.

Child abuse can happen in all sections of society: it can affect a child of any age. Children can be abused by parents, stepparents, grandparents, professionals, community leaders, strangers, relatives, neighbours, friends, siblings, or carers. They can also be abused at home, away from home, in care, at school, etc. They may be subject to more than one type of abuse.

GBASSDA are under a duty to act in accordance with Section 149 of the Equality Act 2010.

Every student should feel safe and protected from any form of abuse which includes:

- Neglect
- Non-accidental injury
- Sexual exploitation
- Emotional ill-treatment

This list is non-exhaustive.

### **4.2: Aim of the Policy**

The aim of this policy is to outline the practise and procedures for instructors within GBASSDA, in order to safeguard and promote the welfare of children and/or young or vulnerable people. It is aimed at protecting the child or vulnerable person and the Instructor, recognising the risks involved in working with children and/or young or vulnerable people.

The policy, agreed by the Management Committee of GBASSDA, covers all areas of work with specific guidance for those regularly in contact with children and/or young or vulnerable people.

The child protection policy overrides issues of confidentiality as stated in the Children Act 1989.

### **4.3: Good Practice**

#### **Recruitment**

All instructors working with children and/or young or vulnerable people will follow this recruitment process:

- Completion of the GBASSDA application form
- Satisfactory checking of references
- Successful completion of a probationary period

All instructors have a duty to declare any existing or subsequent convictions, adverse child protection or care proceedings. Failure to do so will be regarded as gross misconduct.

All instructors should undertake a DBS (previously CRB) check. All instructors will be responsible for undertaking their own DBS check and this should be renewed every five years.

All instructors should declare any convictions or child protection issues as soon as reasonably practicable. Failure to do so will be classed as gross misconduct.





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## 4.4: Management and Supervision

It is the instructors responsibility to clarify with the other instructors their roles and responsibilities regarding child protection.

Regular supervision for instructors will monitor the work of the project and offer the opportunity to raise any issues. For those working directly with children, a like minded professional currently practising with children and young people may be made available for regular supervision.

## 4.5: Training

Although GBASSDA will assist where possible with enquiries or concerns raised by instructors or students, it is ultimately the sole responsibility of all instructors to ensure they are up to date with training and knowledge of child protection issues. Instructors are advised to refer to the website of their local authority for child protection information, or failing this enquiries can be directed to the child protection officer whose details are provided within this document.

## 4.6: Record Keeping

Records kept by workers about children and/or young or vulnerable people should only include:

- Contacts made
- Referrals made, including date, time, reason and referral agency

Confidential information regarding a child and/or young or vulnerable persons must be kept in a locked drawer by the appropriate person for an agreed period. (E.g. the lifetime of the project or piece of work).

The appointed child protection officer shall be responsible for keeping records of all instructor DBS checks.

All records kept about children and/or vulnerable people should be kept confidential unless required by the police, Childrens Services, or other appropriate external agency for investigations.

## 4.7: Planning

Wherever possible instructors should avoid lone working with a child or vulnerable person. If possible any one-to-one contact should take place in an environment where other staff, parents, or volunteers are also present, or within sight. Other measures to reduce opportunities for abuse include:

- Ensuring children can walk to an organisations premises in good lighting, along safe paths
- Not meeting with children away from the dojo without a parent or other adult being present

## 4.8: Incident Form

An incident form should be completed recording any concerns. This confidential information will be kept in a secured area by the instructor or head of organisation, and will be kept until the child leaves training or becomes an adult student.

All incidents are to be discussed with the Head of Organisation.

A record of all incident forms shall be provided to, and retained by the appointed child protection officer. The incident forms shall be kept confidential unless required by the police, Childrens Services, or other appropriate external agency for investigations.

All incident forms shall be discussed with the Head of Organisation.

## 4.9: Access to an Independent Person

Any child or young person who comes into contact with GBASSDA instructors regularly should be given information on their right to talk with an independent person, and their name and contact arrangements. This could form part of the normal registration process.

The independent person for GBASSDA is the nominated child protection officer or head of organisation.

Junior Instructors may also be given this information as part of their induction training. This should include guidance on how and with whom they should share their concern if they observe a superior acting suspiciously.



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## 4.10: Duty of Instructors

Every instructor and volunteer who assists GBASSDA is under a general legal duty:

- To protect children from abuse
- To be aware of GBASSDA's child protection procedures and to follow them
- To know how to access and implement the procedures
- To keep a sufficient record of any significant complaint, conversation or event
- To report any matters of concern to the appointed child protection officer

All instructors are required to report to the Head of Organisation and child protection officer any concern or allegation about GBASSDA practises or the behaviour of another member of GBASSDA which may put students at risk of abuse or serious harm. No retribution or disciplinary actions will be taken against an Instructor for making such a report provided it is done in good faith.

## 4.11: Identification of Abuse

There are different types of abuse, which may include:

- Physical abuse – actual or risk of physical injury to a child or failure to prevent physical injury to a child including deliberate poisoning, suffocation and Munchausen's Syndrome by Proxy.
- Neglect – the persistent or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold, starvation, or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive (i.e. not due to illness)
- Sexual abuse – Actual or risk of sexual exploitation of a baby, child, or adolescent
- Emotional abuse – Actual or risk of severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill treatment

## 4.12: Signs and Symptoms

There is no clear dividing line between one type of abuse and another. The following section is divided into four areas to help categorise what may be seen or heard. Children may show symptoms from one or all of the categories.

This should not be used as a checklist: workers and volunteers should be aware of anything unusual displayed by the child.

### **PHYSICAL ABUSE**

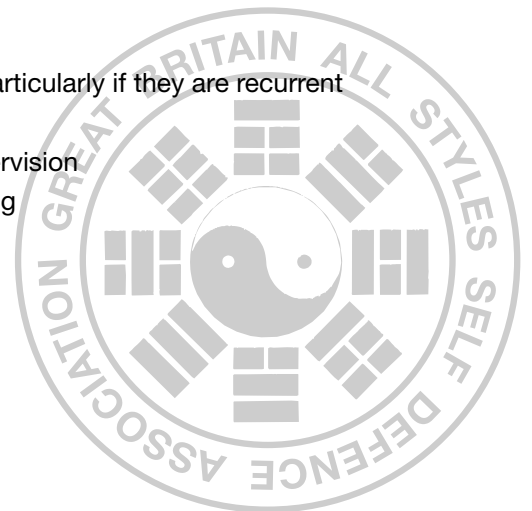
- Bruises in places that are not usually harmed in normal play
- Bruises or marks consistent with either straps or slaps
- Undue fear of adults
- Aggression towards others
- Unexplained injuries or burns – particularly if they are recurrent

### **PHYSICAL NEGLECT**

- Exposure to danger / lack of supervision
- Inadequate / inappropriate clothing
- Constant hunger
- Poor standard of hygiene
- Untreated illnesses

### **EMOTIONAL ABUSE**

- Overly withdrawn child
- Overly aggressive child
- Constant wetting or soiling
- Frequent vomiting
- Persistent rocking movement





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- Very poor language development
- Inability to relate to peers or adults

## **SEXUAL ABUSE**

- Language and drawings inappropriate for their age
- Sexual knowledge inappropriate for their age
- Wariness on being approached
- Soreness in the genital area
- Unexplained rashes or marks in the genital area
- Pain on urination
- Difficulty in walking or sitting
- Stained or bloody underclothes
- Recurrent tummy pains or headaches
- Bruises on inner thighs or buttocks

### **Remember**

Signs and symptoms often appear in a cluster, but also many of the indicators above may be caused by other factors.

See table above summarising the main signs of abuse.

### **4.13: What to do if a child discloses**

- Find a quiet place to speak to the child
- Do not speak to the child on your own, this is for the Instructors own protection. Arrange for another Instructor or senior member to be present and find somewhere quiet to discuss the matter. Do not take a decision as to whether or not abuse has taken place.
- Remain calm and reassuring and do not appear shocked by any comments made
- Do not ask leading questions, that is, a question which suggests its own answer or can be answered with a yes or no response
- Do not make any promises of confidentiality. The Instructor should explain that they need to pass the information to the child protection officer who will ensure the appropriate action is taken.
- Reassure the child that they are not to blame for what has happened
- Keep a sufficient record of the conversation. This should include the date and time of the conversation, what has been said and done by whom and is whose presence. The record should be signed by the person making it and any witnesses. The record must be kept securely and handed to the Head of Organisation or appointed child protection officer.
- Say you are glad the child has told you. Let the child know you are aware that it is difficult to talk about these things.
- Preserving evidence – all evidence, for example hand written notes, mobile phones containing text messages, clothing and computers must be safeguarded and preserved
- Seek advice as soon as possible, following the guidance given in section 7
- Reporting – all suspicion or complaints of abuse must be reported to the child protection officer or if the complaint involved that person the Head of Organisation

### **4.14: Responsibilities – what to do next**

#### **Instructor**

Any teacher or club instructor with concerns should discuss them with their senior instructor on the same day. If this is not possible telephone one of the three officers on the management committee, telephone numbers are in the back page of the license. Any concerns can be discussed in confidence with Social Services, who will advise on the subsequent action to be taken.



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Make a note of the discussion with the child, taking care to record when and where it happened and who was present, as well as what the child said (in their words) and any action taken. This must be dated and kept confidentially in a safe place by the Head of Organisation.

The chairman must be informed immediately of any action taken.

## **Child Protection Officer**

The action to be taken will take into account:

- The local inter-agency procedures of the Local Authority Safeguarding Board
- The nature and seriousness of the complaint. A complaint involving a serious criminal offence will always be referred immediately to the police without further investigation by GBASSDA
- The wishes of the student who has complained, provided the student is of sufficient maturity and understanding. However, there may be times when the allegation or complaint is so serious that decisions may need to be taken that overrides the students wishes.
- The wishes of the complainants' parents, provided the complaint is not about them and there is no conflict. Again, depending on the seriousness of the allegation or complaint it may be necessary to take action that overrides the parent's wishes.
- Duty of confidentiality, as far as is appropriate
- Where the complaint is so serious it may be necessary to make a referral to Children's Services and / or the police and this decision will be made by the Head of Organisation, child protection officer and person whom the initial disclosure was made to, providing the complaint is not about any of the above persons, in which case they shall not be notified of the complaint unless deemed appropriate. Should it be necessary to notify the police or Children's Services, such referral should be made within 48 hours.

## **4.15: Concerns about Colleagues**

Senior instructors having concerns that an instructors behaviour may be putting children at risk must pass these concerns on to their Head of Organisation immediately. Where the concern is about a more senior instructor, the chair of the management committee must be contacted directly.

Similarly, any suspicion or evidence of child pornography should be reported to the Head of Organisation. If it is decided to contact the Police, this must be done before the computer is used again.

## **4.16: The role of GBASSDA in Working with Statutory Organisations**

### **Case Conferences**

An instructor may be invited to a case conference (Police, Health, Social Services and Education are usually core members), where a decision will be made whether to place a child on the 'at risk' register. Children are encouraged to attend with their parents. GBASSDA instructors may be invited to attend and share information: this is discretionary, as is the writing of a report. See next section.

### **Report Writing**

Any written documentation or correspondence must be discussed with and approved by the Head of Organisation before sending out after agreeing that a report is necessary and, if so, what it should contain.

## **4.17: Conclusion**

Remember:

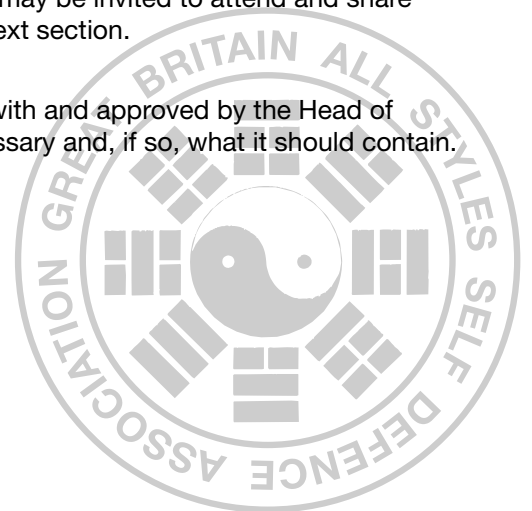
- The worker's primary responsibility is to protect the child
- Each worker or volunteer has a duty to take action
- Workers or volunteers will not have to cope alone

## **4.18: Useful Contact Addresses**

### **USEFUL CONTACTS**

Local Contacts

Hampshire County Council





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Children's Services Tel: 0845 603 5620  
Out of hours' service Tel: 0845 600 4555  
Email: [childrens.services@hants.gov.uk](mailto:childrens.services@hants.gov.uk)

Staffordshire County Council  
Children's Services Tel: 0800 131 3126  
Out of hours' service Tel: 0845 604 2886  
Email: [frist@staffordshire.gov.uk](mailto:frist@staffordshire.gov.uk)

Hampshire Constabulary Tel: 0845 045 4545  
Staffordshire Constabulary Tel: 0300 123 4455  
NSPCC – Child Protection Line Tel: 0808 800 5000  
Childline Tel: 0800 1111

## **Useful Terms**

### ***Child Protection Conference***

A multi disciplinary meeting to assess risk of harm to a child and decide whether the name of the child should be placed on the Child Protection Register. This inter-agency group is involved in the assessment, treatment, and management of child protection and will include representatives from Health, Social Services, Police, Education, Probation, etc who are called core members. Other professionals may be invited to attend. Attendance by children will be at the discretion of the chair. Parents and carers will be invited to attend for the full meeting unless there is clear reason not to.

All members at the meeting are asked whether or not they feel the child should be added to the 'at risk' register, and under what category the risk is registered (physical, emotional, sexual). The core members attending the meeting must give an opinion. As an invited member to the conference, there is the right not to give an opinion on registration / deregistration.

### ***Child Protection Register***

A list of children considered to be suffering from or likely to suffer significant harm or for whom there is a child protection plan.

### ***Family Group Conference (FGC)***

A family Group Conference is a decision making meeting arranged and facilitated by an independent co-ordinator. Family is defined broadly to include the child, parent and extended family, and 'significant others'.

The family will produce a plan for the care and protection of the child. The role of the professional is to provide assessment information and to help facilitate and review the plan.

### ***Emergency Protection Order (EPO)***

An order which a court can make for up to 8 days (with an extension of 7 days) if it is satisfied that there is reasonable cause to believe that a child is likely to suffer significant harm if he / she is not removed to, or does not remain in, a place where he/she is being accommodated.

## **4.20: Relevant Documents and Statutes**

NSPCC – 'Working together to safeguard Children' (2013) – Implemented 15 April 2013

Children Act 1989 (as amended)

Children Act 2004 (as amended)

Children and Families Act 2014 – Came into force 22nd April 2014



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## 4.21: DBS Checks

GBASSDA strongly recommend that each Member Association Head (and / or club owners under that Association) mandate that each club member involved with teaching vulnerable adults and / or children (under the age of 18) undertake a 'Disclosure and Barring Service' check (originally named CRB) to ensure the background of those involved with vulnerable adults and / or children has been investigated. The check to be requested is an 'Enhanced Check'.

Please note this is ultimately the responsibility of each Member Association Head to ensure each applicable club member has undertaken their DBS check, however GBASSDA also recommend each DBS check certificate is photocopied by the club member and posted to the GBASSDA child protection officer at the following address, who will retain a record of each certificate, and will assist with any discrepancies that may arise from the DBS check.

Shentons Solicitors  
Star Lane House  
Staple Gardens  
Winchester  
SO23 9AD  
For the attention of Jon Whettingsteel

There is a need to utilise the services of an agency to administer the DBS checks, and the agency GBASSDA has selected is 'Educate Teacher Training' (address and contact name below). The DBS check itself is free of charge due to GBASSDA and its member associations being a voluntary organisation, however Educate Teacher Training do charge an administration fee of £17 (inc VAT).

Educate Teacher Training  
Litton House  
Londonthorpe Road  
Grantham  
Lincolnshire  
NC31 9SN  
F.A.O Mrs Linden Bailey

Applicants are advised to ensure the contact address for their DBS application is up to date and therefor are advised to contact Linden Bailey on 01476 512 780 or e-mail [dbb@educate.co.uk](mailto:dbb@educate.co.uk) prior to submitting their application.

The process for each Member Association to follow is as follows:

- Identify those club members involved with vulnerable adults and/or children and request that they undertake an Enhanced DBS Check
- Each individual to contact EM Direct and request an application pack, which will be posted to them directly
- Each individual to then complete the pack and send to EM Direct who will administer the checking process and will return both the identification documents required as the resulting DBS Certificate to the individuals specified address
- Each individual to then send a photocopy of the certificate to the GBASSDA child protection officer (please note each Member Association will need his/her own checking process in place to ensure its club members have carried out the requested check)



## SECTION 5 – INSURANCE

### 5.1: Overview

GBASSDA hold an insurance policy with Perkins Slade Limited under policy number 1887208/HSLB3000320. This provides insurance as outlined in section 5.2 below.

As noted in section 2.8 above all instructors are required to hold individual Instructors Liability Insurance to teach. GBASSDA hold a group policy.

Should an Insured covered under the existing policy wish to delegate for another student (hereafter referred to as the 'Assistant Instructor') to teach a lesson or technique then the assistant instructor will be covered under the existing policy under the Insured Persons cover providing the Insured Person remains in the class. The assistant instructor would not be insured to teach their own class without an Insured Person present.

If the Insured Person agrees for the assistant instructor to teach or demonstrate a technique it is the responsibility of the Insured Person to ensure they remain in the room throughout the teaching time.

In order to be an 'Assistant Instructor' under the terms of the insurance policy this person must be 'Senior and appropriate for the role of the responsibility'. Under GBASSDA policies this means a Shodan grade or above.

Should a student below Shodan grade wish to run their own class or demonstrate a technique or move, or should an Assistant Instructor wish to become an Insured Person they will need to raise this with their Head of Association who will in turn decide whether to refer the matter to the Committee for approval. The Committee will discuss and decide whether to put the student in touch with, or directly contact the insurance provider on their behalf.

### 5.2: Summary of Insurance Cover

The insurance cover is for Civil Liability and incorporates Public Liability, member to member liability, and instructor liability. The employer's liability is NOT covered and importantly anyone who is a volunteer, i.e. assisting an instructor will be deemed an employee.

Personal Accident cover applies for members. This cover is in place with ACE.

The form for reporting a claim can be obtained from the secretary and has been confirmed in writing with the insurance broker to be satisfactory to meet the requirements of the insurance policy, therefore please ensure this form is always utilised in the event of a claim. Please also note the policy mandates the need to complete this form should an accident occur (such as a head injury) regardless of whether a hospital visit for check has been made.

All enquiries on the Insurance Policy and Documents should be directed to the Committee, who will direct the enquiry to the relevant member.

### 5.3: Association and Member to Member Insurance Policy

The following policy information has been provided as a summary of the following policies:

1. Association – this is the over-arching Insurance protection for the actual Association. An individual may choose to make a claim against another individual, the Member Association, or may then decide to claim against the actual umbrella GBASSDA association.
2. Member to member insurance cover has been provided for all members of GBASSDA who have paid for this member to member annual cover. This insurance is to protect an individual from a claim from a student training with another student (be that a pure accident or claim of negligence).

### 5.4: Personal Accident Insurance

All Member to Member insurance must also include Personal Accident cover. This is however a separate policy to Member to Member explained above. The Personal Accident insurance policy contains a table of what is and is not covered, and the maximum value that will be paid in such circumstances.



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## **5.5: Instructors Liability Insurance**

This insurance is to protect instructors (which must be black belt grade or above) who either teach within a club or run his/her own club as part of GBASSDA. This is predominantly to protect the instructor from a student claim of negligence, for example not being able to work for 'x' period of time due to an injury which that student may claim was incurred as a direct result of the instruction given and / or the overall instructors actions to provide a safe environment for his/her students.

## **5.6: Insurance Terms and Conditions**

The documents attached to this handbook and Appendix 8 below contain the general Hiscox summary terms and conditions, which apply to most of the GBASSDA insurances, save that the ACE terms and conditions apply to the personal accident cover, and these have been requested from the GBASSDA insurance broker in a format that can be embedded to this document in due course.

All instructors are responsible for ensuring they are familiar with the contents of these documents, including the Hiscox terms and conditions and should direct all questions or matters they are unsure about to the committee to be passed on to the relevant member who deals with the insurance matters, who shall be the Insurance Officer or other relevant Association Member.

## **5.7: Minimum Training Age**

Under the insurance policy, no child under the age of 4 shall be covered and therefore permitted to train.

Instructors are not obligated to train students as young as 4 and GBASSDA would advise no persons under the age of 6 should train.







## **SECTION 6 – WORKING PRACTISES**

### **6.1: Running a Club**

Clubs may only be run by GBASSDA instructors, and the requirements for becoming a GBASSDA instructor are outlined in section 2.6 above.

Only GBASSDA instructors, who should hold a CRB / DBS check shall be permitted on the mat when training junior members or vulnerable adults.

Whilst teaching GBASSDA instructors may delegate to other instructors should they deem appropriate, however the instructor shall continue to remain responsible and accountable for safety and instructions within the dojo.

### **6.2: The Dojo**

A risk assessment, as outlined in section 3.1 above, should be undertaken prior to each training session, of the premises including parking facilities.

All students shall be aware of the fire evacuation procedures as outlined in section 3.4 above.

All students should be aware of the procedure in the event of an accident, which the instructor shall be responsible for advising all students of.

A first aid kit should be available in the Dojo and all students should be aware of its location.

There should be enough space on the mat for all students to ensure safe training.

It is recommended that Junior students train on a separate mat from students over 18 years of age where possible, and there should be a reasonable gap between the mats.

### **6.3: National Courses**

Only GBASSDA instructors and Sensei guests from other associations (provided that the GBASSDA committee agrees) shall be permitted to teach on national courses.

The requirements in paragraphs 6.1 and 6.2 above shall apply on all national courses.

### **6.4: Appointed Officers**

GBASSDA will use their 'reasonable endeavours' to maintain the following appointed officer positions, who shall be non-elected officers:

- First Aid Officer – Who shall be responsible for running, or if they are not qualified to do so, arranging first aid courses as well as offering first aid advice to members of GBASSDA.
- Child Protection Officer – Who shall be responsible for keeping a record of CRB/DBS checks, and those that have provided the same, as well as advising members of GBASSDA on child protection policies.
- Publications Officer – Who shall be responsible for producing association media, maintaining a recognisable look of all association documentation and updating the GBASSDA website and social media pages
- Association Figurehead – who shall be an inspiration to members in regards to martial arts, budo, and self-defence.
- Coaching Officer – Who shall be responsible for arranging and if qualified to do so teaching the GBASSDA / Sports Coach UK coaching courses.

### **6.5: GBASSDA Documentation**

All GBASSDA documentation shall be available on the GBASSDA website, as well as being made available to all Heads of Association through a secure login, which shall be password protected.



## **SECTION 7 – LEGISLATION & THE LAW – SELF-DEFENCE**

### **7.1: Overview**

Self-defence is defined under 'Common Law'; meaning it is not clearly stated in legislation, and instead the meaning of self-defence comes under historical case law.

Self-defence can be applicable in:

- Defence of yourself
- Defence of another
- Defence of property
- Prevention of crime
- Lawful arrest and detention of offenders

The basic principles of self-defence come from the case of *Palmer v R* [1971] AC 814 which was confirmed in the later case of *R v McInnes*, 55 Cr App R 551. It was stated in this case:

"It is both good law and good sense that a man who is attacked may defend himself. It is both good law and good sense that he may do, but only do, what is reasonably necessary."

In the above case of *Palmer v R* it was stated:

"A person may use such force as is reasonable in the circumstances in the prevention of crime, or in effecting or assisting in the lawful arrest of offenders or suspected offenders or of persons unlawfully at large."

### **7.2: Reasonable Force**

In self-defence you are allowed to use 'reasonable force'.

The force is reasonable in:

- Defence of yourself
- Defence of another
- Defence / Protection of property
- Prevention of crime
- Lawful arrest or detention of offenders

The two issues to consider when deciding whether the force used was 'reasonable' will be:

1. Was the use of force reasonable in the circumstances? I.e. was it necessary to use any force?
2. Was the amount of force used reasonable?

This is a 'subjective' test, meaning consideration will be given to the facts as the user of force honestly believed them to be. The cases supporting this are (*R v Williams* (G) 78 Cr App R 276), (*R v Oatbridge*, 94 Cr App R 367).

As well as there being a 'subjective' element (meaning consideration will be given to the threat facts as that the force user believed them to be), there is also an 'objective' element, meaning consideration would be given to how the 'reasonable man' (being the average person) would have acted when believing the facts that the force user believed them to be.

In the case of *Palmer v R* [1971] AC 814 it was stated:

"If there has been an attack so that the self-defence is reasonably necessary, it will be recognised that a person defending himself cannot weigh to a nicety the exact measure of his defensive action. If the jury thought that in a moment of unexpected anguish a person attacked had only done what he honestly and instinctively thought necessary, that would be the most potent evidence that only reasonable defensive action had been taken..."

In *R v OGrady* 85 Cr App R 315 it was noted that intoxication and any mistake in judgement due to this was not an excuse to use excessive force.



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GREAT BRITAIN ALL STYLES SELF DEFENCE ASSOCIATION

## Section 76 Criminal Justice and Immigration Act 2008

Further guidance on 'Reasonable Force' is contained in Section 76 of the Criminal Justice and Immigration Act 2008 where it is stated:

Section 76 Reasonable force for purposes of self-defence etc.

- (1) This section applies where in proceedings for an offence –
  - a. An issue arises as to whether a person charged with the offence ("D") is entitled to rely on a defence within subsection (2), and
  - b. The question arises whether the degree of force used by D against a person ("V") was reasonable in the circumstances
- (2) The defences are –
  - a. The common law defence of self-defence; and
  - b. The defences provided by section 3(1) of the Criminal Law Act 1967 (c. 68) or section 3(1) of the Criminal Law Act (Northern Ireland) 1967 (c. 18 (N.I.)) (use of force in prevention of crime of making arrest).
- (3) The question whether the degree of force used by D was reasonable in the circumstances is to be decided by reference to the circumstances as D believed them to be, and subsections (4) to (8) also apply in connection with deciding that question.
- (4) If D claims to have held a particular belief as regards the existence of circumstances –
  - a. The reasonableness or otherwise of that belief is relevant to the question whether D genuinely held it; but
  - b. If it is determined that D did genuinely hold it, D is entitled to rely on it for the purposes of subsection (3), whether or not –
    - i. It was mistaken, or
    - ii. (If it was mistaken) the mistake was a reasonable one to have made
- (5) But subsection (4)(b) does not enable D to rely on any mistaken belief attributable to intoxication that was voluntarily induced
- (6) The degree of force used by D is not to be regarded as having been reasonable in the circumstances as D believed them to be if it was disproportionate in those circumstances
- (7) In deciding the question mentioned in subsection (3) the following considerations are to be taken into account (so far as relevant in the circumstances of the case) –
  - a. That a person acting for a legitimate purpose may not be able to weigh to a nicety the exact measure of any necessary action; and
  - b. That the evidence of a persons having only done what the person honestly and instinctively thought was necessary for a legitimate purpose constitutes strong evidence that only reasonable action was taken by that person for that purpose
- (8) Subsection (7) is not to be read as preventing other matters from being taken into account where they are relevant to deciding the question mentioned in subsection (3)
- (9) This section is intended to clarify the operation of existing defences mentioned in subsection (2)
- (10) In this section –
  - a. "legitimate purpose" means –
    - i. The purpose of self-defence under the common law, or
    - ii. The prevention of crime or effecting or assisting in the lawful arrest of persons mentioned in the provisions referred to in subsection (2)(b);
  - b. References to self-defence include acting in defence of another person; and
  - c. References to the degree of force use are to the type and amount of force used

### 7.3: Pre-Emptive Striking

The case of R v Deane, 2 Cr App R 75 confirmed that you do not have to wait to be hit or attacked first, and you can use pre-emptive striking and hit first if you fear you are under threat.



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## 7.4: Opportunity to Escape

The case of R v Bird Cr App R 75 confirmed if the force user has opportunity to escape from the situation but chose not to do so, this will not necessarily mean you cannot rely on self-defence, however this will be taken into account when considering whether the force used was reasonable.

## 7.5: Acting In Revenge

The cases of R v Rashford [2005] EWCA Crim 3377 and R v Balogun [2001] 1 Archbold News 3 apply to this, where it was ruled even if the force user went after the other person to extract revenge, this would not prevent them using self-defence, however in the latter of the two cases it was ruled that if the force user starts the violence they cannot rely on self-defence to justify their actions.

## 7.6: Burden of Proof

If self-defence is raised, then the onus to prove the force used was not reasonable and that action taken was necessary will rest on the prosecution (the person bringing the case) not on the defendant (the person who used the force).

The prosecution will need to make a jury 'certain' (satisfied beyond all reasonable doubt) that the force user:

- Was not acting in self-defence of themselves, another, or property, or to prevent a crime or apprehend or detain an offender
- That excessive and not 'reasonable' force was used

## 7.7: Conclusion / Summary

The main questions to be asked when considering self-defence are:

1. Whether the force user was protecting themselves, another or property, or whether they were acting in prevention of a crime or arresting and / or detaining an offender. If yes;
2. If the force user began or was looking for a confrontation and / or desired a physical incident to take place, if yes;
3. Whether the force used was 'reasonable'. This will consider what threat the person was in fear of and whether their actions were reasonable. E.g. more force can be used for an attacker brandishing a weapon than one who is unarmed, if yes;
4. Whether there was the opportunity to escape which the force user chose not to take

Guidance can be found on the Crown Prosecution Service (CPS) website:

[http://www.cps.gov.uk/legal/s\\_to\\_u/self\\_defence](http://www.cps.gov.uk/legal/s_to_u/self_defence)





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## **SECTION 8 – COMMUNICATION POLICY**

For reference the following email addresses are to be used for communication purposes both within and outside the organisation:

chairman@gbassda.co.uk – for all external enquiries outside GBASSDA

treasurer@gbassda.co.uk – for all enquiries in respect of finances

secretary@gbassda.co.uk – for all other enquiries

discuss@gbassda.co.uk – for general notices

childprotection@gbassda.co.uk – for all concerns or questions regarding child protection issues





# GBASSDA

GREAT BRITAIN ALL STYLES SELF DEFENCE ASSOCIATION

## ***APPENDIX 1 – GBASSDA SYLLABUS***





## ***Self Defence Syllabus***

To obtain the relevant grade the student must have held the previous grade for a minimum of three calendar months unless stated otherwise; in the case of 1<sup>st</sup> kyu and above, must be able to explain the various techniques, to the examining board, as if he or she were explaining to a group of students.

***All moves must be performed both right and left handed.***

7<sup>TH</sup> KYU

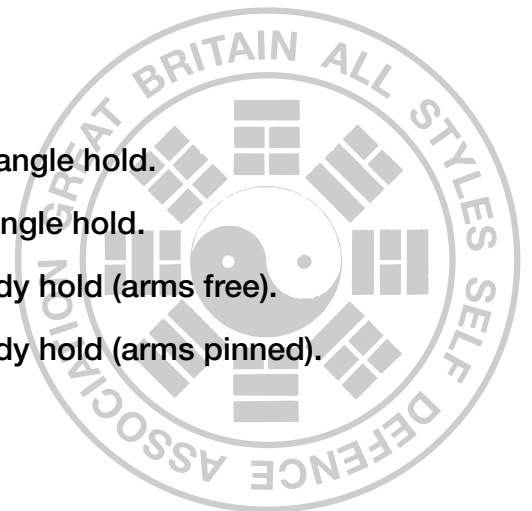
### **WHITE BELT**

1. Demonstrate 3 different defences against a shoulder grab from the front.
2. Demonstrate 3 different defences against a shoulder push from the front.
3. Demonstrate 3 different defences against a single handed lapel grab.
4. Demonstrate 3 different defences against a two handed lapel grab.

6<sup>TH</sup> KYU

### **RED BELT**

1. Demonstrate 2 methods of breaking a front strangle hold.
2. Demonstrate 3 methods of breaking a rear strangle hold.
3. Demonstrate 3 methods of breaking a front body hold (arms free).
4. Demonstrate 2 methods of breaking a front body hold (arms pinned).





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## **Self Defence Syllabus**

5<sup>TH</sup> KYU

### **YELLOW BELT**

1. Demonstrate 3 methods of breaking a rear body hold (arms free).
2. Demonstrate 2 methods of breaking a rear body hold (arms pinned).
3. Demonstrate 2 effective arm locks.
4. Demonstrate 2 defences against a hair hold.

4<sup>TH</sup> KYU

### **ORANGE BELT**

1. Demonstrate 2 defences against a round house punch to the face.
2. Demonstrate 2 defences against a stomach punch.
3. Display a good working knowledge of atemi techniques, defending against the following attacks:

Shoulder grab  
Shoulder push  
Single handed lapel grab  
Two handed lapel grab  
Front strangle hold  
Rear strangle hold  
Front body hold (arms free)  
Front body hold (arms pinned)  
Rear body hold (arms free)  
Rear body hold (arms pinned)







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## **Self Defence Syllabus**

3<sup>rd</sup> KYU

### **GREEN BELT**

1. Demonstrate 3 defences against a kick.
2. Demonstrate the correct application of a back hammer lock.
3. Demonstrate a counter to a back hammer lock.

2<sup>nd</sup> KYU

### **BLUE BELT**

1. Demonstrate 2 methods of breaking a ground strangle hold.
2. Demonstrate 5 different take down techniques.
3. Demonstrate 2 defences against a swinging attack with a pick haft.
4. Demonstrate 2 defences against a swinging attack with a cudgel.

1<sup>st</sup> KYU

### **BROWN BELT**

1. Demonstrate a simple hip throw, and explain the situations in which you might use it.
2. Demonstrate a counter to a simple hip throw.
3. Explain in full detail and by demonstration how you would use your opponents force against them.





## ***Self Defence Syllabus***

*Shodan*

### **1<sup>st</sup> DAN BLACK BELT**

To be considered for 1<sup>st</sup> Dan a student must have a valid first aid certificate.

- 1. Demonstrate 4 techniques for defending yourself whilst on the ground.**
- 2. Demonstrate 2 defences against a knife attack.**
- 3. Demonstrate 3 defences against a pistol held to your chest.**
- 4. Demonstrate 2 defences against a pistol held to your back.**
- 5. Explain in full detail first aid methods including resuscitation.**
- 6. Give a brief explanation of the psychology of conflict and it's possible effects.**
- 7. Demonstrate effective use of weapons that you might take possession of whilst defending yourself.**
- 8. Explain in detail and by example, what force you are entitled, by law, to use in self defence.**





## **Self Defence Syllabus**

*Nidan*

### **2<sup>nd</sup> DAN BLACK BELT**

To obtain Ni Dan self defence a student must have held a Sho Dan self defence grade within GBASSDA for at least 18 months.

1. Demonstrate to the grading panel how you would teach self defence techniques to a student.
2. Demonstrate in five different ways, how to effectively control an attacker without causing them physical harm.
3. Explain in detail the use of nerve holds and pressure points in self defence.
4. Demonstrate item 3 above using a yawara bo.
5. Explain your first priority if an attacker is holding you at gun point.
6. Explain your second priority, and also explain why.
7. Explain your first and second priorities when defending against any other weapon.
8. Demonstrate your method of defending against a kick whilst on the ground.
9. Explain why it is important to know if your attacker is right or left handed.
10. Explain how you would ascertain this.
11. Explain what the most important factors are when teaching self defence.
12. What would you say or do if a student questions the validity of your move?
13. Whilst teaching you make a mistake which only you notice, what would you do?
14. Explain and demonstrate what you would do if one of your students falls and hurts their back?
15. Explain and demonstrate what you would do if one of your students falls and hurts their neck?



## **Self Defence Syllabus**

*Sandan*

### **3<sup>rd</sup> DAN BLACK BELT**

To obtain San Dan self defence you must have held a Ni Dan self defence grade within GBASSDA for at least 2 ½ years.

- 1. Demonstrate to the grading panel how you would teach self defence techniques to a group of students.**
- 2. Explain and demonstrate the law and self defence.**
- 3. Demonstrate simple disarming techniques against the following:**
  - Cudgel
  - Pick Haft
  - Chain
- 4. Explain the need for self discipline within the martial arts.**
- 5. Demonstrate self discipline within a combat situation.**
- 6. Explain the methods you would use for defending against multiple attackers.**
- 7. Demonstrate simple methods for defending against multiple attackers.**





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## ***Junior Self Defence Syllabus***

To obtain the relevant grade the student must have held the previous grade for a minimum of six calendar months unless stated otherwise. The student must be a member of GBASSDA.

***All moves must be performed both right and left handed.***

7<sup>TH</sup> KYU

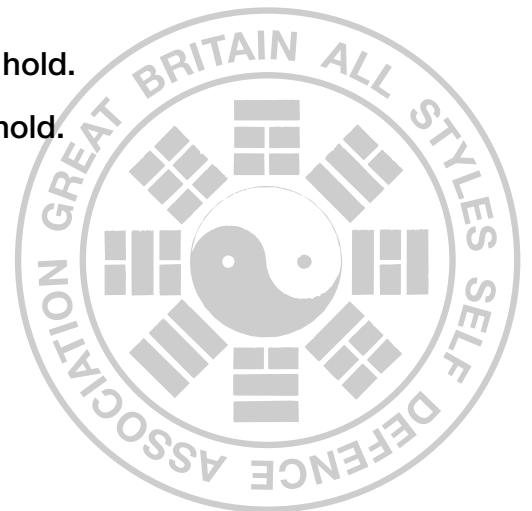
### **JUNIOR WHITE BELT**

1. Demonstrate 3 different defences against a shoulder grab from the front.
2. Demonstrate 3 different defences against a shoulder push from the front.
3. Demonstrate 3 different defences against a single handed lapel grab.
4. Demonstrate 3 different defences against a two handed lapel grab.

6<sup>TH</sup> KYU

### **JUNIOR RED BELT**

1. Demonstrate 1 method of breaking a front hair hold.
2. Demonstrate 1 method of breaking a rear hair hold.
3. Demonstrate 2 basic arm locks.
4. Demonstrate a simple wrist lock.





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## ***Junior Self Defence Syllabus***

5<sup>TH</sup> KYU

### **JUNIOR YELLOW BELT**

1. Demonstrate 2 methods of breaking a front strangle hold.
2. Demonstrate 2 methods of breaking a rear strangle hold.
3. Demonstrate 2 methods of breaking a ground strangle hold.

4<sup>TH</sup> KYU

### **JUNIOR ORANGE BELT**

1. Demonstrate 2 methods of breaking a front body hold arms free.
2. Demonstrate 2 methods of breaking a front body hold arms pinned.
3. Demonstrate 2 methods of breaking a rear body hold arms free.
4. Demonstrate 2 methods of breaking a rear body hold arms pinned.

3<sup>rd</sup> KYU

### **JUNIOR GREEN BELT**

1. Demonstrate a defence against a person who has their arm around your neck.
2. Demonstrate a back hammer lock.
3. Demonstrate a counter to a back hammer lock.
4. Demonstrate a defence against a stomach punch.





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## ***Junior Self Defence Syllabus***

*2nd KYU*

### **JUNIOR BLUE BELT**

1. Defend against a round house punch to the face.
2. Defend against a straight punch to the face.
3. Defend against a kick to the groin.
4. Demonstrate a simple hip throw, with a reap

*1st KYU*

### **JUNIOR BROWN BELT**

1. Demonstrate 4 different take down techniques.
2. Demonstrate a counter to a simple hip throw.
3. Demonstrate a counter to a simple shoulder throw.
4. Defend against a kick whilst kneeling down.
5. Defend against a two handed wrist grab.
6. Defend against a single handed throat grab.





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## ***Junior Self Defence Syllabus***

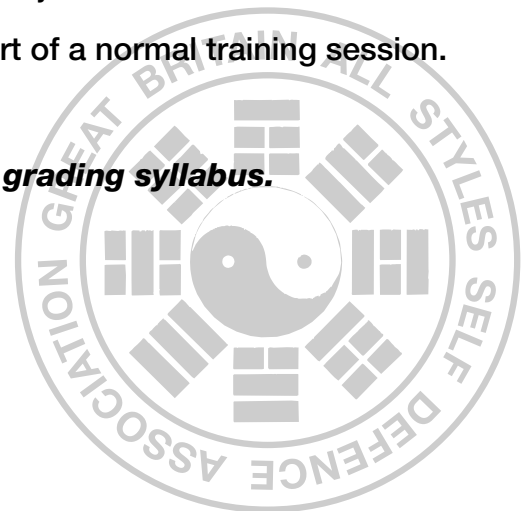
*Shodan*

### **JUNIOR BLACK BELT**

To be considered for 1st Dan a student must have held a 1st kyu GBASSDA Self Defence grade for a minimum of twelve months.

1. Demonstrate how to use your attackers force against them from the following attacks:
  - a) Single handed shoulder push.
  - b) Two handed shoulder push.
  - c) Single handed pull.
  - d) Two handed pull.
2. Explain what force you are allowed to use by law in self defence.
3. Demonstrate how to apply a sling to a suspected broken arm.
4. Demonstrate the first aid recovery position.
5. Demonstrate mouth to mouth resuscitation.
6. Explain the importance of discipline within the dojo.
7. Explain the importance of basic exercise as part of a normal training session.

***This concludes the GBASSDA Junior Self Defence grading syllabus.***







## ***Ladies Self Defence Syllabus***

- 1.** Demonstrate 4 methods of breaking simple wrist holds.
- 2.** Demonstrate 3 methods of breaking front strangle holds.
- 3.** Demonstrate 3 methods of breaking rear strangle holds.
- 4.** Demonstrate 3 methods of breaking ground strangle holds.
- 5.** Demonstrate 3 methods of breaking front body holds with arms free.
- 6.** Demonstrate 3 methods of breaking front body holds with arms pinned.
- 7.** Demonstrate 2 methods of breaking rear body holds with arms free.
- 8.** Demonstrate 2 methods of breaking rear body holds with arms pinned.
- 9.** Demonstrate different methods of breaking front and rear hair holds.
- 10.** Use of yawara bo for all of the above.
- 11.** Use of yawara bo for atemi strikes.
- 12.** Use of natural weapons.
- 13.** Use of stamping techniques.
- 14.** Use of kicking techniques.
- 15.** Knife defences (front and rear).
- 16.** Knife defences from the ground.
- 17.** Gun defences (front and rear).
- 18.** Vulnerable areas of opponents.
- 19.** Use of distractions.





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## ***APPENDIX 2 – NEW STUDENT GUIDANCE FORM***





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## ***NEW STUDENT GUIDANCE FORM***

### Junior

- What age is the child?
- Have the dojo rules been explained to the child and parent / guardian?
- Do you feel they understand the rules?
- Does the parent / guardian understand the main aspects of the martial art being taught?
- Has the parent / guardian agreed to stay for the first session – this is a minimum requirement.
- Have you explained that the parent / guardian can attend any lesson or grading without prior agreement of the instructor?

### Junior and Adult

- Does the student suffer from any physical ailment or learning difficulty?
- Does the student have any back / neck problems?
- Has the student understood the registration process?
- Has the student understood the insurance cover?
- Has the student had explained that any martial art and self-defence involves close physical contact?
- Has the student understood the risk assessment and accepted their personal commitment to safe training?





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## ***APPENDIX 3 – RISK ASSESSMENT FORM***





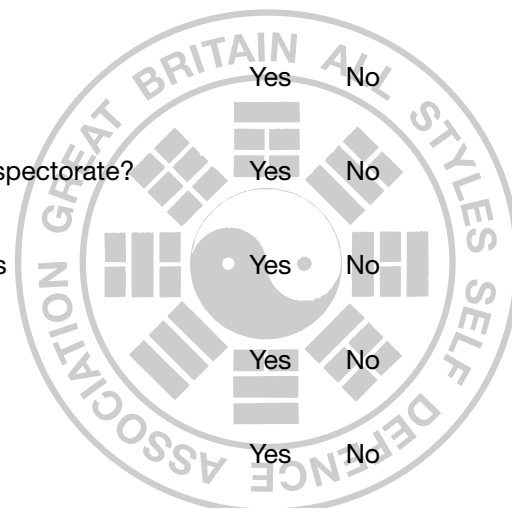
## ***Risk assessment form for Dojo requirements***

### **Section 1 – Boundary and Grounds**

Is the boundary of your dojo clearly defined	By hedges, fencing or walls	Yes	No
Does your Dojo have a main boundary entrance that can be secured?		Yes	No
Are there any other entrances to your boundary		Yes	No
1 can they be secured?		Yes	No
2. Does the public have a right of way through?		Yes	No
Is vehicular access controlled?		Yes	No
Are there regular acts of criminal damage or other crimes within the grounds?		Yes	No
Do travellers, drug users or others use the grounds as a meeting point?		Yes	No
Are the grounds well lit at night?		Yes	No
Is the dojo kept in good repair?		Yes	No
Does the dojo have a porch or other areas, which may give cover to intruders?		Yes	No

### **Section 2 Internal Security**

Does the dojo have an intruder alarm	Yes	No
Does the alarm company belong to NACOSS or other accredited inspectorate?	Yes	No
Is one person in charge of the alarm including issuing code numbers	Yes	No
Are there authorised exits and are they well signposted and lit	Yes	No
Are there smoke alarms, fire alarms	Yes	No
Are there fire extinguishers	Yes	No





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Fire blanket	Yes	No
Have you been shown how to use them	Yes	No
Do you have a designated sanctuary area in case of fire	Yes	No

## **Great Britain All Styles Self Defence Association**

Risk assessment and introduction procedure form for new students

### **Junior**

What age is the child (age 6 is minimum)?

Have the dojo rules been explained to child and parent / guardian

Do you feel they understood the rules?

Does parent / guardian understand the main aspects of the martial art being taught

The parent / guardian has agreed to stay for the first lesson – minimum requirement

Have you explained that the parent / guardian can attend any lesson or grading without prior agreement of the sensei

### **Junior / Adult**

Does student suffer from any physical ailment or learning difficulty?

Does the student have any back problems?

Has the student understood the registration process?

Has the student understood the insurance cover?

Has the student had explained that any martial art and self defence involves close physical contact.

Has the student understood the risk assessment and accepted their personal commitment to safe training.





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## ***APPENDIX 4 – ACCIDENT REPORTING FORM***





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## ***Accident report***

Name of Dojo \_\_\_\_\_

Date \_\_\_\_\_

Student Name \_\_\_\_\_

Nature of Injury

Event leading to injury

Action taken :

e.g. taken Home, Called Ambulance, Parent/ Guardian called

Name of Instructor dealing with incident. \_\_\_\_\_

Name of Instructor instructing at time of incident. \_\_\_\_\_

Copy of report given to:

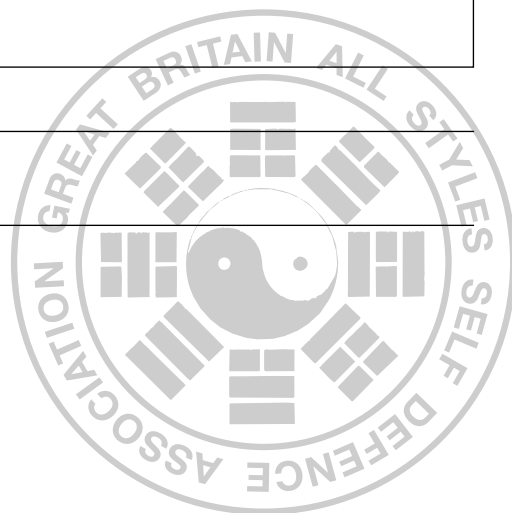
Student ☐

Parent / Guardian ☐

Head of Association ☐

Chairman of Gbassda ☐

Insurance Company ☐







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## ***APPENDIX 5 – MEMBERSHIP FORM***





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## Membership Application Form

PLEASE USE BLOCK LETTERS

**Junior grade** - up to the age of 17

**Senior grade** - 18 to the age of 85

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel No: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Occupation: \_\_\_\_\_

Registered Dojo: \_\_\_\_\_

Affix  
Photograph  
Here

Additional information you regard as being important: \_\_\_\_\_

Have you any previous martial arts experience: YES - NO \_\_\_\_ number of years

If yes please give details: \_\_\_\_\_

### IF INSTRUCTOR GRADE CLAIMED CERTIFICATE MUST BE PRODUCED

**Please note** that the above details will be held on computer for the sole use of GBASSDA and for no other purpose. If you have any objections please inform your Sensei or Sifu.

☐ please confirm

- I confirm that I wish to join the Great Britain All-Styles Self-Defence Association.
- I accept the rules of the Great Britain All-Styles Self-Defence Association and that the practice of the Martial Arts could involve the risk of injury.

- I confirm that I have no known injuries or conditions that might make the practice of the Martial Arts hazardous to my health. (If you are unsure, please consult your doctor before commencing your practice, and always notify your instructor of anything that might affect your practice.)

- I confirm I have enclosed the appropriate fee.

- I confirm I have enclosed two passport photographs (\*affix one in space indicated, the other must be signed and loosely attached to this form).

It is a requirement of the Data Protection Act 1998 that persons give their written authorisation to have their details recorded. This includes the taking of photographs that could be used on our website. By signing below, you are allowing your personal details to be recorded in the Great Britain All-Styles Self-Defence Association database. Photographs or data base information will not be forwarded on to any other third party.

### Declaration:

I promise to uphold the true spirit of the martial arts and never use the skills learned in the pursuance of martial arts knowledge against any persons except in defence of myself, family or friends, or in support of law and order.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent or guardian (Junior Applications): \_\_\_\_\_

Please return the completed membership form, with a cheque for the correct amount, to the Great Britain All-Styles Self-Defence Association membership secretary/ treasurer via your club instructor with a self-addressed envelope and the correct postage

Acceptance by Sensei/Sifu: \_\_\_\_\_ Association: \_\_\_\_\_

Club: \_\_\_\_\_ Licence Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

[www.gbassda.co.uk](http://www.gbassda.co.uk)



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GREAT BRITAIN ALL STYLES SELF DEFENCE ASSOCIATION

## ***APPENDIX 6 – CLUB MEMBERSHIP DETAILS***







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## ***APPENDIX 7 – TEMPORARY MEMBERSHIP FORM***





# GBASSDA

GREAT BRITAIN ALL STYLES SELF DEFENCE ASSOCIATION

## **TEMPORARY MEMBERSHIP FORM**

CLUB: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

DATE(S) MEMBERSHIP REQUIRED FOR: \_\_\_\_\_

ACTIVITY / EVENT MEMBERSHIP REQUIRED FOR: \_\_\_\_\_

APPROXIMATE NUMBER OF ATTENDEES FOR ACTIVITY / EVENT: \_\_\_\_\_

HAVE THE INSURANCE COMPANY BEEN MADE AWARE? **YES** **NO**

ARE THERE ANY ADDITIONAL CHARGES TO BE INCURRED ON THE INSURANCE POLICY?

**YES** **NO**

IF YES, HOW MUCH? \_\_\_\_\_

I CONFIRM BY SIGNING THIS AGREEMENT I HAVE SOUGHT THE APPROPRIATE CONSENT OF THE GBASSDA COMMITTEE AND APPROVED THE CONSENT OF AT LEAST ONE OTHER MEMBER OF THE COMMITTEE.

I CONFIRM THE INSURANCE COMPANY HAVE BEEN MADE AWARE OF THE ACTIVITY / EVENT AND CONFIRMED THE INSURANCE POLICY WILL COVER THE SAME.

I CONFIRM NO ADDITIONAL CHARGES ARE TO BE INCURRED ON THE INSURANCE POLICY, OR IF CHARGES WILL BE INCURRED I WILL BE RESPONSIBLE FOR THESE COSTS IN THEIR ENTIRETY.

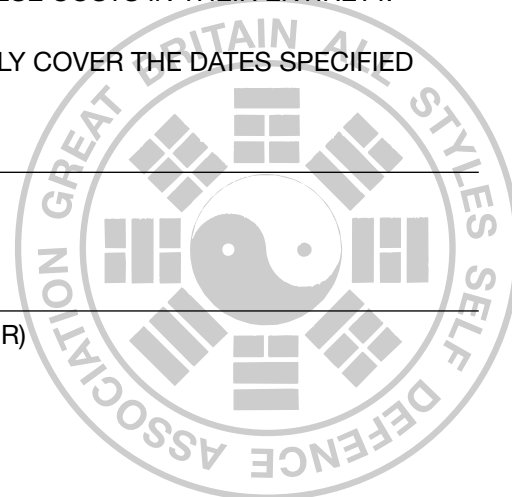
I CONFIRM I AM AWARE THE TEMPORARY INSURANCE WILL ONLY COVER THE DATES SPECIFIED ABOVE AND FOR THE ACTIVITY SPECIFIED ABOVE.

SIGNED (INSTRUCTOR): \_\_\_\_\_

DATED: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
(MEMBER OF COMMITTEE, EXCLUDING THE ABOVE INSTRUCTOR)

DATED: \_\_\_\_\_





# GBASSDA

GREAT BRITAIN ALL STYLES SELF DEFENCE ASSOCIATION

## ***APPENDIX 8 – INSURANCE TERMS AND CONDITIONS***

