Aikido Victoria
(Aiki-Kai) Inc.
Part of the National Aikido Association of Australia
The first, and largest, Aikido association in Australia
Offically recognised by the Aikido World Headquarters

Safeguarding of Children and Young People Policy

Date created:	September, 2024
Audience:	All Students, Officials, Dojo Managers, Parents and Guardians, Carers Instructors, Assistant Instructors, Children's Instructors, Visitors
Version:	2024:1
Purpose of Document:	To provide the underlying policy for Aikido Victoria (Aiki-Kai) Inc to support Aikido Victoria's Commitment to Child Safety
Actions:	• Read and understand the purpose of signing the AV Child Safe Code of Conduct • Enable Parents, Guardians and Carers to understand • Encourage others to read and understand
Review:	September 2025 if not prior
Aikido Victoria (Aiki-Kai) Inc. Contacts:	Linda Godfrey, Area Representative Victoria, aikidovictoria@gmail.com 0418 391 674 Ruihong Lu, Child Safe Officer, childsafe@aikidomelbourne.org.au, 0423 623 111
Contents:	**Document(s)** Safeguarding of Children and Young People Policy
Other relevant resources (see aikidomelbourne.org.au)	• Aikido Victoria Safeguarding Children and Young People Policy- Summary Sheet • Child Safe Code of Conduct • Photography and Digital Media Policy • Digital Media Consent Form • Parental/Guardian Consent Form • Instructor Qualifications Form • Child Safe Standards - Statement of Commitment • Child Safe Standards – a Guide for Teens • Child Safe Standards – a Guide for Parents and Guardians

	• Child Safe Code of Conduct – What Should I Expect as a Teen? • Child Safe Code of Conduct – What Should I Expect as a Parent, Guardian or Carer? • Process for Reporting a Child Safety Concern or Complaint FLOWCHART • Child Safe Incident Report Form (for Adult Reporters) • Child Safe Incident Report Form (for Young Reporters) • Tips and Scripts for Complaint Management – TBA
Other resources **(see aikido.org.au)**	• Aiki Kai Australia Member Bylaws • Aiki Kai Australia Member Protection Policy • Aiki Kai Australia Safeguarding Children and Young People Policy

ABN: **86 181 206 607** | Aikido Victoria is incorporated under the Associations Incorporation Act 1981 as "Aikido Victoria (Aiki-Kai) Inc..", registered number A0017140J.

Aikido Victoria (Aiki-Kai) Inc.

SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE POLICY

1. INTRODUCTION

1.1. Aikido Victoria (Aiki-Kai) Inc. is committed to creating a safe and nurturing environment for all children and young people when involved in activities provided by Aikido Victoria. Aikido Victoria (Aiki-Kai) Inc.'s goal is to provide all aikido students including children and young people a safe and happy experience. Aikido Victoria (Aiki-Kai) Inc. supports and respects all students, officials, instructors, assistant instructors, children's instructors and volunteers.

1.2. The aim of Aikido Victoria (Aiki-Kai) Inc.'s **Safeguarding of Children and Young People Policy** (hereby referred to as "the Policy") is to protect the safety of students under the age of 18 years old in our care and prevent abuse and harm from occurring, and in the event that allegations are raised in relation to child abuse or harm, to ensure that the allegations are properly addressed. All complaints will be treated seriously and fully investigated and handled with maximum confidentiality and discretion.

1.3. Should a person wish to make any enquiries in relation to this Policy, please contact the Aikido Victoria (Aiki-Kai) Inc., Linda Godfrey, Victorian Area Representative, aikidovictoria@gmail.com, 0418 391 674 or Ruihong Lu, Child Safe Officer childsafe@aikidomelbourne.org.au, 0423 623 111.

2. POLICY STATEMENT

2.1. Aikido Victoria (Aiki-Kai) Inc. is committed to providing the highest level of safety for all involved with aikido. This includes protecting members' privacy, promoting positive behaviours and attitudes, protecting the health, safety and wellbeing of members, particularly children and young people whilst engaged in Aikido Victoria (Aiki-Kai) Inc. activities.

2.2. Specifically, Aikido Victoria (Aiki-Kai) Inc. considers that the health, safety and well-being of children and young people take priority over all other competing considerations. Aikido Victoria (Aiki-Kai) Inc. considers that this is necessary to ensure the health, safety and welfare of all members and protect the image and reputation of the martial art, Aikido Victoria (Aiki-Kai) Inc. and its members.

2.3. Aikido Victoria (Aiki-Kai) Inc. has a zero tolerance approach to child abuse and harm and is committed to promoting and protecting children and young people from abuse, harm and neglect to the greatest extent possible. All children and young people have equal rights to protection from child abuse and harm, regardless of their gender, religion, disability, sexual orientation or sex characteristics, etc.

2.4. Child protection is a shared responsibility between Aikido Victoria (Aiki-Kai) Inc., its officials, students, instructors, assistant instructors, parents/guardians, spectators, volunteers and members of the Aikido Victoria (Aiki-Kai) Inc. community. Everyone that participates in Aikido Victoria (Aiki-Kai) Inc.'s activities is responsible for the care and protection of children and young people, and reporting information about child abuse or harm.

2.5. Aikido Victoria (Aiki-Kai) Inc. supports the active participation of all children and young people. It strives to listen and respect their views and involve them when making decisions, where appropriate, especially about matters that will directly affect them, including their safety. Some of the ways in which Aikido Victoria (Aiki-Kai) Inc. empowers children and young people are:

- Having a dedicated, easy to access child safe area on the Aikido Victoria website.
- Providing child-friendly versions of the Child Safeguarding Policy and other procedures.
- Providing child-friendly versions of how Instructors are accredited and qualification requirements.
- Utilising social media channels to promote our Child Safeguarding Policy and the values placed on Child Safety.
- Providing child-friendly posters about Child Safe Practices and how to raise concerns.
- Obtaining feedback from children and young people through surveys.
- Valuing and incorporating children and young people as demonstration partners in teaching and training.
- Incorporating children and young people's voices and ideas in learning strategies of techniques and warmups.
- Using age-appropriate strategies and providing choices to refocus and redirect any challenging behaviours in training and events.
- Encouraging and assisting children and young people to form a support network of trustworthy adults and reliable training partners.
- Modifying, adapting and adjusting activities so children and young people can participate in activities at their own pace and level.
- Acknowledging, affirming, and celebrating small wins, successes, progress and achievements with children and young people in age-appropriate ways.
- Reinforcing positive behaviour expectations, the Aikido moral code and helpful thinking in age-appropriate ways.
- Encouraging, reinforcing and instilling body safety language, rules and concepts in children and young people (private parts, body boundaries, safe vs unsafe touch, respect, consent, safety network, early warning signs) in age-appropriate ways.

- Using age-appropriate tools and techniques to promote and encourage spatial and situational awareness.
- Providing access to aikido-related child-friendly books and resources that encourage self-help skills, expressive and creative skills, and collaborative skills.

2.6. Aikido Victoria (Aiki-Kai) Inc. is also committed to the cultural safety of children and young people who are Aboriginal or Torres Straits Islander, culturally and/or linguistically diverse backgrounds, living with a disability, or who are vulnerable (who have an increased risk of being exploited, such as children who are dependent on others for their personal care needs).

2.7. Aikido Victoria (Aiki-Kai) Inc. promotes fairness and consideration for all students, instructors, and volunteers. For further details please refer to the Aiki Kai Australia Inc. Member Protection Policy and the Aiki Kai Australia Inc. Safeguarding Children and Young People Policy.

2.8. Never Alone Rule

2.8.1. All Aikido Vic (Aiki-Kai) Inc. Officials, Instructors, Assistant Instructors, Children Instructors, Students, Parents, Guardians, Carers, Volunteers and Visitors should avoid one-to-one, unsupervised situations with children and young people. Activities and/or discussions with children and young people are to be conducted in view of others.

3. SCOPE

3.1. This Policy applies to everyone involved in or connected to aikido, including (but not limited to) officials, students, instructors, assistant instructors, parents/guardians, carers, visitors, spectators, volunteers throughout all Aikido Victoria (Aiki-Kai) Inc. events and activities.

3.2. This Policy will continue to apply retrospectively to a person or Member following the cessation of their association with Aikido Victoria (Aiki-Kai) Inc.

4. RELATED DOCUMENTS & LEGISLATIVE REQUIREMENTS

4.1. This Policy must be read in conjunction with:

4.1.1. the laws of the Commonwealth and Victoria (as amended from time to time) including but not limited to:

4.1.1.1. Children, Youth and Families Act 2005 (Vic)

4.1.1.2. Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic)

4.1.1.3. Crimes Act 1958 (Vic); and

4.1.1.4. Working with Children Act 2005 (Vic)

4.1.2. Aikido Victoria (Aiki-Kai) Inc. policies and procedures, including but not limited to:

4.1.2.1. Aiki Kai Australia Privacy Policy;

4.1.2.2. Aikido Victoria (Aiki-Kai) Inc. Constitution;

4.1.2.3. Sugano Sensei Moral Code (Codes of behaviour)

4.1.2.4. Aiki Kai Australia Member Protection Policy;

4.1.2.5. Aiki Kai Australia Member Bylaws;

4.1.2.6. Aiki Kai Australia Safeguarding Children and Young People Protection Policy;

4.1.2.7. Aiki Kai Grievance and Discipline Procedures;

4.1.2.8. Aikido Victoria (Aiki-Kai) Inc. Photography and Digital Media Policy:

4.1.2.9. Aikido Victoria (Aiki-Kai) Inc. Code of Conduct for Dealing with Children

5. DEFINITIONS

5.1. **Instructor** refers to any person who generally holds the grade of 2nd Dan or above and instructs other students within Aikido Victoria (Aiki-Kai) Inc. under the authority of the Victorian Area Representative.

5.2. **Assistant Instructor** refers to any person who holds the grade of 1st Dan or above and assists with the instruction of other students within Aikido Victoria (Aiki-Kai) Inc. under the authority of the Victorian Area Representative.

5.3. **Child, children or young person** a child or young person who is under 18 years of age unless otherwise defined by law (eg, for the purposes of child sexual offences in Victoria, a “child” refers to a person under the age of 16 years).

5.4. **Child Abuse** is the mistreatment of a child or young person that has harmed, is harming or is likely to harm or endanger that child or young person’s physical or emotional health, development or wellbeing and the child has not, or is not likely to be protected by the parent(s) or guardian(s). for the avoidance of doubt, this includes but is not limited to emotional or psychological abuse, bullying, grooming, sexual exploitation, neglect and harassment.

5.5. **Child protection** means any responsibility, measure or activity undertaken to safeguard children from harm.

5.6. **Dojo** is a place of training where the activities of Aikido Victoria (Aiki-Kai) Inc. are held.

5.7. **Dojo Manager** is a person who oversees the running of the dojo. Appointed by the Victorian Area Representative.

5.8. **Grooming** is a term used to describe what happens when a perpetrator of abuse builds a relationship with a child with a view to abusing them at some stage. There is no set pattern in relation to the grooming of children. For some perpetrators, there will be a lengthy period of time before the abuse begins. The child may be given special attention and what starts as an apparently normal display of affection, such as cuddling, can develop into sexual touching or masturbation and then into more serious sexual behaviour. Other perpetrators may draw a child in

and abuse them relatively quickly. Some abusers do not groom children but abuse them without forming a relationship at all. Grooming can take place in any setting where a relationship is formed, such as leisure, music, sports, martial arts and religious activities, or in internet chatrooms, in social media or by other technological channels.

5.9. **Harm** means harm to a person or a child is any detrimental effect of a significant nature to the person or child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by:

- physical, psychological or emotional abuse or neglect;
- sexual abuse or exploitation;
- a single act, omission or circumstance; and/or
- a series or combination of acts, omissions or circumstances.

5.10. **MPIO** refers to a Member Protection Information Officer.

5.11. **Integrity Manager** is a person who conducts investigations of issues reported by the Member Protection Information Officers.

5.12. **Officials** of Aikido Victoria (Aiki-Kai) Inc. refer to the Area Representative, Assistant Area Representatives, Secretary, Director, Treasurer, MPIOs, Integrity Managers, Children's Coordinator, and Child Safety Officer.

5.13. **Sexual offence** (in Victoria) means a criminal offence involving sexual activity or actions of indecency or any act which exposes a child under the age of 16 years to or involves a child under the age of 16 years in, sexual activity or matters beyond their understanding or contrary to accepted community standards. Sexually offence behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes grooming, which includes actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child under the age of 16 years (or their carer, family or supervisor) to lower their inhibitions and prepare them for engagement in a sexual offence.

5.14. **Mandatory reporter** means a person who is legally required to make a report to the Department of Health and Human Services or the Police if they form a belief on reasonable grounds that a child is in need of protection. It includes (but is not limited to) teachers, principals, registered psychologists, nurses, doctors and midwives.

6. RECOGNISING AND REPORTING CHILD ABUSE

6.1. A person may, in the course of participating in the martial art or other activities of Aikido Victoria (Aiki-Kai) Inc. or carrying out their work, form a belief on reasonable grounds that a child or young person is in need of protection from child abuse or harm.

6.2. If a person is concerned about an immediate risk to a child or young person's safety, the person must phone Victoria Police on "000" as soon as practicable.

6.3. Specific types of **Child abuse** include:

6.3.1. **Physical abuse**: occurs when a child or young person has suffered, or is likely to suffer, significant Harm as a result of a physical injury, such as a non-accidental physical injury.

6.3.2. **Sexual abuse**: occurs when a child or young person has suffered, or is likely to suffer, significant Harm as a result of sexual abuse, such as when a child or young person is exploited, or used by another for their sexual gratification or sexual arousal, or for that of others.

6.3.3. **Emotional and psychological abuse**: occurs when a child or young person has suffered, or is likely to suffer, emotional or psychological harm of such a kind that the child or young person's emotional or intellectual development is or is likely to be significantly damaged; and

6.3.4. **Neglect**: occurs when a child or young person's physical development or health has been or is likely to be significantly damaged. It refers to an omission, such as depriving a child of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, or medical care.

6.4. **Mandatory Reporters**

6.4.1. Select classes of people in the community (including teachers, nurses and doctors – amongst others) are required by law to report to the Child Protection Unit of the Department of Families, Fairness and Housing Victoria (**DFFH**) where they have formed a belief, on reasonable grounds, that a child is in need of protection because they have suffered (or are likely to suffer) significant harm due to physical or sexual abuse.

6.4.2. This report must be made as soon as practicable, and after each occasion where they become aware of a further reasonable grounds for the belief.

6.5. **Reasonable grounds for belief**

6.5.1. A reasonable belief is formed if a reasonable person believes that:

6.5.1.1. the child or young person is in need of protection;

6.5.1.2. the child or young person has suffered or is likely to suffer significant harm as a result of physical or sexual injury; and

6.5.1.3. the child or young person's parents are unable or unwilling to protect the child.

6.5.2. To form a reasonable belief, you should consider and objectively assess all the relevant facts, such as the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there are any other related matters known regarding the alleged perpetrator.

6.5.3. A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof, but is more than mere rumour or speculation.

6.5.4. You will have reasonable grounds to notify if:

6.5.4.1. a child or young person states that they have been physically or sexually abused;

6.5.4.2. a child or young person states that they know someone who has been physically or sexually abused (sometimes the child or young person may be talking about themselves);

6.5.4.3. someone who knows a child or young person states that the child or young person has been physically or sexually abused;

6.5.4.4. professional observations of the child or young person's behaviour or development leads a professional to form a belief that the child or young person has been physically or sexually abused or is likely to be abused; or

6.5.4.5. signs of abuse lead to a belief that the child or young person has been physically or sexually abused.

6.6. Voluntary Reporters

6.6.1. In addition to the mandatory reporting obligations above, any person who believes on reasonable grounds that a child or young person is in need of protection from any form of child abuse or harm, *may* disclose that information to the Police, DFFH or the Commission for Children & Young People (**CCYP**).

6.7. Reporting Child Sexual Abuse

6.7.1. If a person receives information that leads them to form a reasonable belief that a sexual offence has been committed in Victoria against a child (under the age of 16 years) by another person (of or over the age of 18 years), the person has a legal obligation to disclose that information to the Police as soon as it is practicable. Individuals who fail to comply with this obligation under the Crimes Act 1958 (Vic) may be subject to a penalty of imprisonment.

6.8. Aikido Victoria (Aiki-Kai) Inc. Approach to Reports of Abuse

6.8.1. Aikido Victoria (Aiki-Kai) Inc. supports and encourages a person to make a report to the Police, CCYP or DFFH if they form a belief on reasonable grounds that a child under the age of 16 years old is in need of protection, or they are concerned about the safety, health or wellbeing of that child.

6.8.2. Any person that makes a report in good faith in accordance with their reporting obligations (whether mandatory or voluntary) will be supported by Aikido Victoria (Aiki-Kai) Inc. and will not be penalised by Aikido Victoria (Aiki-Kai) Inc. for making the report.

6.8.3. If a person is uncertain as to whether they should make a report to an external authority in relation to the safety of a child under the age of 16 years old, they may speak to the Aikido Vic (Aiki-Kai) Inc. Child Safe Officer, Aikido Victoria (Aiki-Kai) Inc. Area Representative or Aikido Victoria (Aiki-Kai) Inc. MPIO for guidance and information. If in doubt, ask for assistance.

6.8.4. If an allegation is made against an instructor, student or volunteer, Aikido Victoria (Aiki-Kai) Inc. will follow the reporting procedure outlined in Aikido Victoria (Aiki-Kai) Inc. child reporting and take all steps to ensure the safety of the child or young person.

6.8.5. Aikido Victoria (Aiki-Kai) Inc. will investigate allegations of inappropriate conduct against a child or young person in accordance with procedural

fairness and will handle the allegations in a confidential and sensitive manner to the greatest extent possible.

6.8.6. Aikido Victoria (Aiki-Kai) Inc. will cooperate with the directions of the Police, CCYP and/or DFFH in relation to any investigation conducted by these authorities.

6.8.7. Aikido Victoria (Aiki-Kai) Inc. will keep a register of any allegations regarding inappropriate conduct.

7. ROLES AND RESPONSIBILITIES OF PERSONNEL PROTECTING CHILDREN

7.1. Personnel involved in protecting children and young people include the Area Representative Team, Committee members, instructors, assistant instructors, childrens instructors and volunteers within the Organisation. These people have responsibilities in relation to protection of children and young people and are expected to:

7.1.1. understand the rights of children and young people, as appropriate to their role;

7.1.2. respect the cultural and religious practices of families who access Aikido Victoria (Aiki-Kai) Inc.'s services, programs or events;

7.1.3. understand and appropriately respond to the needs of children and young people with developmental delays or disabilities;

7.1.4. appropriately act on any concerns raised by children and young people;

7.1.5. understand the definitions, indicators and impact of child abuse;

7.1.6. at all times, know and follow regulations in relation to the care of children and young people and follow the Aikido Victoria Code of Conduct for dealing with Children and young people;

7.1.7. co-operate with police and/or other formal investigations to the best of their ability; and

7.1.8. not harm or exploit children and young people who access Aikido Victoria (Aiki-Kai) Inc.'s services.

7.2. Aikido Victoria (Aiki-Kai) Inc. will appoint a Child Safety Officer or equivalent role that will be the primary point of contact for all concerns related to child safety.

8. APPOINTMENT AND SCREENING

8.1. The minimum standard for background checks of instructors of Aikido Victoria (Aiki-Kai) Inc. and is the law as it applies in Victoria.

8.2. Aikido Victoria (Aiki-Kai) Inc. undertakes an instructor and assistant instructor appointment process under the authority of the Victorian Area Representative for all instructors and assistant instructors, which aims to:

8.2.1. promote and protect the safety of all children and young people who participate in the activities of Aikido Victoria (Aiki-Kai) Inc. and who share Aikido Victoria (Aiki-Kai) Inc.'s values and commitment to protect children and young people.

8.2.2. prevent a person from instructing at Aikido Victoria (Aiki-Kai) Inc. if they pose an unacceptable risk to others including children and young people.

8.3. As part of the appointment process, an instructor must provide appropriate evidence (e.g. Victorian Working with Children Check (**WWCC**) or other Victorian state equivalent and/or Police check) to show that they are suitable to work with children and young people in a recreational setting.

8.4. Aikido Victoria (Aiki-Kai) Inc. requires that:

8.4.1. all Aikido Victoria (Aiki-Kai) Inc. Officials (Victorian Area Representative, Assistant Area Representative, Treasurer, Secretary, Child Safe Officer, Children's Coordinator) require a National Police check;

8.4.2. all Aikido Victoria (Aiki-Kai) Inc. instructors and assistant instructors require a WWCC; and

8.4.3. The following key National Summer School roles: Registrar, RAT test record keepers personnel must have a valid WWCC, as well as:

8.4.3.1. volunteers with regular roles in Aikido Victoria (Aiki-Kai) Inc.;

8.4.3.2. anyone else who Aikido Victoria (Aiki-Kai) Inc. feel requires a WWCC due to the nature of the work that they are undertaking for Aikido Victoria (Aiki-Kai) Inc.

8.5. The type of evidence that an Aiki Kai Australia student member is required to provide to Aikido Victoria (Aiki-Kai) Inc. will vary depending on the type of position that they are applying for. However, a member will not be offered an instructing position until they provide the required evidence to the satisfaction of Aikido Victoria (Aiki-Kai) Inc.

8.6. Once engaged, Aikido Victoria (Aiki-Kai) Inc. will provide instructors and assistant instructors with access to this policy and instructors must review and acknowledge their understanding of this policy.

9. SUPPORTING PERSONNEL

9.1. Aikido Victoria (Aiki-Kai) Inc. is committed to ensuring that all Officials, Instructors, Assistant Instructors and volunteers receive training to ensure that they understand their responsibilities in relation to child safety. Mandatory training at Aikido Victoria (Aiki-Kai) Inc. includes:

9.1.1. All Aikido Victoria (Aiki-Kai) Inc. Officials and Children Instructors

VicSport's Online Education Training Program (free to sign-up)
https://vicsport.etrainu.com/training/index.cfm?event=page.login

11 Child Safe Education Modules

– eg, Induction, Play by the Rules Training, risk management training, cultural awareness training, body safety training, etc.

9.1.2. All Aikido Victoria (Aiki-Kai) Inc. Instructors and Assistant Instructors, where there is the probability of contact with children and young people.

9.2. Aikido Victoria (Aiki-Kai) Inc. assists its Officials, Dojo Managers, and volunteers to incorporate child safety considerations into decision-making and to promote a culturally safe environment where children and young people are supported to speak up about issues that affect them.

10. RISK MANAGEMENT APPROACH

10.1. Child safety is a part of Aikido Victoria (Aiki-Kai) Inc.'s overall risk management approach.

10.2. See CCYP Guide for Creating a Child Safe Organisation.

11. POLICY BREACHES

11.1. It is a breach of this policy for any person or organisation to which this policy applies, to have been found to have done anything contrary to this policy. Any person who may have breached this policy is subject to Aiki Kai Australia Member Protection Policy and grievance procedure.

12. POLICY PROMOTION

12.1. This policy will be made available to all members via but not limited to website and email.

12.2. This policy will be communicated to all instructors, assistant instructors, students, Area Representative Team, via but not limited to email, meetings.

12.3. References to this policy will be included in documentation provided to all Officials that represent Aikido Victoria (Aiki-Kai) Inc.

13. RECORD KEEPING

13.1. Aikido Victoria (Aiki-Kai) Inc. will retain records of reports of child abuse and complaints about the safety of children and young people.

13.2. Aikido Victoria (Aiki-Kai) Inc. will maintain the confidentiality and privacy of all reports associated with children and young people in accordance with legislation.

13.3. Aikido Victoria (Aiki-Kai) Inc. will appropriately note identified risks to safety of children and young people through the record keeping process and will incorporate those into its risk management plan.

14. REVIEW PROCESS

14.1. This policy will be reviewed by the Aikido Victoria (Aiki-Kai) Inc. Area Representative, State Children's Coordinator, and State Child Safe Officer on a periodic review basis in consultation and consideration of inputs provided by the Victorian Government state entity that provides information and advice to sports organisations.

14.2. If you would like to provide Aikido Victoria (Aiki-Kai) Inc. with any feedback or suggestions to improve this policy, please contact (aikidovictoria@gmail.com).

14.3. In addition to the regular review of this policy, recommendations for changes to the policy may be submitted to the Area Representative or State Children's Coordinator for consideration at any time. In the event that changes are accepted, the policy will be updated, and circulated to all stakeholders via the webpage, bulletin and other appropriate communication channels.