

Outline of the procedure for reporting safeguarding concerns

1. About the behaviour of York Karate instructors or volunteers

(e.g. allegations about an instructor's behaviour towards a child)

Concerns arise about the behaviour of an instructor or volunteer towards a child or member of the club.



The individual who has concerns, or has been alerted to possible abuse/poor practice, reports the matter to the Welfare Officer. The Welfare Officer completes the incident report form.



Welfare Officer (if appropriate, in consultation with the English Karate Federation Welfare Officer, Children's social care or the Police) determines the route for further action to be taken. Is the matter poor practice or possible abuse/criminal offence?

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POOR PRACTICE/BREACH OF THE CODE OF CONDUCT



Concern dealt with as a misconduct issue using the disciplinary procedure as appropriate.



Disciplinary investigation undertaken and hearing held. Welfare committee, on the advice of the Welfare Officer, arrives at a verdict and the appropriate measures are taken inline with the disciplinary procedures (and where appropriate, on the advice of authorities).



POSSIBLE CHILD ABUSE/CRIMINAL OFFENCE

In consultation with the appropriate authorities, and inline with the disciplinary procedures, the Welfare Officer will immediately suspend the individual, where possible, and notify other relevant parties/organisations.

Welfare Officer consults with children's social care, police and/or local authorities and follows this up in writing to them within 24 hours.



The authorities will hold a strategy meeting that may involve a representative from the club and agree investigation process.



Outcome of investigation e.g. criminal prosecution.



Appeals process followed.



Outline of the procedure for reporting safeguarding concerns

2. About children and young/vulnerable people arising outside of club activities

(e.g. at home, school or in the community)

Instructor, volunteer or club member is made aware of the concerns about the individual's welfare or safety.

(e.g. suspicions of bullying at school, allegations of abuse within the family etc.)



Ensure the individuals immediate safety and health. Should medical attention be required by a medic, make them aware of possible abuse.



The instructor, volunteer or club member aware of the concerns reports the matter to the Welfare Officer, who completes the incident report form.



The Welfare Officer consults with children's social care, police and/or local authorities and follows this up in writing to them within 24 hours.