

ST MARTINS KARATE GROUP

Reporting and Managing Safeguarding Concerns

Procedure, flowcharts, public reporting guide and case-management records

Organisation	St Martins Karate Group
Clubs covered	St Martins Junior Karate Club and St Martins Karate Carnforth
Safeguarding contacts	Paul Turner (DSL) and Chris Haggan (Deputy DSL)
Safeguarding email	safeguarding@stmartinsjuniorkarateclub.co.uk
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Approved by Paul Turner and Chris Haggan

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1. Purpose and scope

This procedure explains how St Martins Karate Group receives, records, assesses, refers, manages, monitors and closes safeguarding and welfare concerns. It applies to children, young people and adults, including adults who may have care and support needs, and to all instructors, assistant instructors, cadet leaders, volunteers, members, parents, carers, support workers, visitors and contractors connected with Group activities.

It applies to concerns arising:

- during classes, gradings, competitions, courses, demonstrations, trips or online activity connected with the Group;
- about conduct by a Group instructor, volunteer, member, parent, carer, support worker or visitor;
- about a person working for another club or organisation;
- outside karate, including at home, school, work, another activity, online or in the community; and
- through a complaint, disclosure, observation, injury, pattern of behaviour, anonymous report or information from another agency.

2. Concerns covered by this procedure

- possible physical, emotional, sexual or financial abuse;

- neglect, self-neglect, domestic abuse, exploitation or coercive control;
- bullying, harassment, discrimination, hate incidents or online harm;
- unsafe coaching, excessive contact, serious boundary breaches or repeated poor practice;
- concerns about an instructor, volunteer, member, parent, carer or support worker;
- complaints that contain a safeguarding or welfare element;
- concerns that a child or adult may pose a risk to another person; and
- wider welfare concerns, including unexplained changes in behaviour, attendance, presentation or wellbeing.

The Group does not need proof before reporting a concern. Its role is to recognise, respond, record and refer - not to investigate or decide whether abuse has occurred.

3. Immediate action and first response

Immediate danger: call 999 if someone is in immediate danger, a serious crime is in progress or urgent medical assistance is required. Do not delay while seeking internal approval or contacting CMAA.

When a concern is disclosed or observed:

- stay calm and listen;
- take the person seriously and allow them to speak in their own words;
- do not promise secrecy; explain that information may need to be shared to keep people safe;
- ask only open or necessary clarifying questions;
- do not investigate, confront the person alleged to have caused harm or discuss the matter widely;
- consider immediate safety, medical needs, communication needs and preservation of evidence;
- explain what will happen next as far as possible;
- make a factual record as soon as possible; and
- report without delay to Paul Turner or Chris Haggan, unless direct statutory action is needed.

4. Reporting routes

Safeguarding concerns should be reported as soon as possible and normally on the same day to:

- Paul Turner, Designated Safeguarding Lead - 07984 912668;
- Chris Haggan, Deputy Safeguarding Lead - 07739 669326; or
- safeguarding@stmartinsjuniorkarateclub.co.uk. Urgent concerns should also be reported by telephone.

If the concern involves Paul Turner, it must be reported to Chris Haggan. If it involves both safeguarding leads, or there is a conflict of interest or failure to act, the concern should be reported to CMAA first where it is safe to do so, followed by Lancashire safeguarding services and/or the police according to the level of risk. CMAA contact must never delay emergency or statutory action.

Non-urgent written reports will normally be acknowledged within five working days. An acknowledgement is not a promise that confidential details or the outcome of another person's case can be shared.

5. Recording a concern

A Safeguarding Concern Report Form should be completed as soon as possible. A report must record:

- date, time, location and people present;
- what was seen, heard or disclosed, using the person's exact words where possible;
- questions asked and responses;
- visible injuries, immediate safety issues and action taken;

- the child's or adult's wishes and desired outcomes where known;
- whether parents, carers or supporters have been informed and why;
- who received the report and when; and
- any referral, advice, decision or follow-up action.

Facts, observations, allegations and opinions must be clearly distinguished. Original notes must be retained. Records must not be altered retrospectively; any correction or additional information must be dated and attributable.

6. Initial assessment and decision-making

The DSL or Deputy will promptly:

- check whether anyone remains at immediate risk;
- check that the report is clear and sufficiently complete;
- consider the wishes, safety and support needs of the person affected;
- consider whether the matter appears to involve poor practice, a complaint, possible abuse or neglect, a criminal offence, an allegation against a person in a position of trust, or more than one route;
- seek advice from CMAA, the police, Children's Social Care, Adult Social Care or the LADO as appropriate;
- take proportionate interim steps to prevent further harm;
- open a case on the confidential Safeguarding Case Log; and
- set a named case owner and review date.

Where uncertainty remains, the safer course is to seek advice. Contacting CMAA may assist, but CMAA is not a substitute for statutory safeguarding services.

7. Poor practice, complaints and misconduct

A straightforward complaint about administration, fees, communication or service quality may be handled through the Group's developing complaints process. Until a fuller complaints policy is adopted, complaints should be submitted to Paul Turner or Chris Haggan and acknowledged within five working days.

Where a complaint includes possible abuse, neglect, bullying, discrimination, unsafe coaching, serious boundary breaches, retaliation, exploitation or risk of harm, it must be treated first as a safeguarding concern.

Poor practice may be managed through advice, additional supervision, training, a warning, conditions on duties, removal from an activity or another proportionate conduct measure. Repeated, serious or potentially abusive poor practice may require referral to CMAA, the LADO, social care, police or DBS.

8. Possible abuse, neglect or criminal conduct

- Possible child abuse or neglect: consult or refer to Lancashire Children's Social Care and/or the police.
- Possible abuse or neglect of an adult at risk: consult or refer to Lancashire Adult Social Care and/or the police.
- Possible serious crime: contact the police without delay.
- Possible risk by a person working with children: seek LADO advice before starting any internal investigation.
- Where a written referral is requested or appropriate, provide it promptly and retain a copy.

The Group will cooperate with statutory enquiries. Any internal disciplinary or conduct process may need to be delayed or limited so that it does not prejudice a police or social-care investigation.

9. Allegations concerning instructors, volunteers or associated adults

- report immediately to the DSL or Deputy, using the alternative route where either is implicated;
- do not confront or notify the person concerned before taking appropriate advice;
- seek LADO advice for child-related allegations and statutory safeguarding or police advice for adult concerns;
- consider neutral interim measures, such as increased supervision, changed duties or suspension without prejudice;
- notify CMAA where required or appropriate;
- consider support for the person affected, reporter and person subject to the allegation; and
- consider a DBS referral where the legal conditions are met.

10. Concerns involving another organisation

Where the concern involves someone working for another club, school, employer, care provider or organisation, the DSL or Deputy will decide whether to contact that organisation's safeguarding lead, statutory agencies, or both. Where risk is urgent or the other organisation may not act appropriately, statutory agencies will be contacted directly. Information sharing and agreed actions will be recorded in writing.

11. Children and young people - parents, carers and statutory referrals

Parents or carers will normally be informed about a concern unless doing so may place the child at greater risk, prejudice an investigation, lead to evidence being lost, or conflict with advice from Children's Social Care, the police or LADO. The decision, advice received and person responsible for informing parents must be recorded.

Children will be listened to, told what is likely to happen next in an age-appropriate way and supported to participate. Their wishes are important, but cannot override necessary action to protect them or another person.

12. Adults - consent, capacity and Making Safeguarding Personal

Adults will be presumed to have capacity unless established otherwise. The adult should normally be asked what they want to happen and supported to make informed decisions. Their desired outcomes must be recorded and revisited during the case.

Information may be shared or action taken without consent where necessary and proportionate, including where there is immediate or serious risk, risk to another person or a child, suspected coercion or undue influence, a serious crime, concerns about staff or volunteers, or another lawful safeguarding reason. The reasons must be recorded.

13. Information sharing and confidentiality

- Safeguarding information is confidential but not secret.
- Information will be shared only with people who need it for safeguarding, safety, legal or conduct purposes.
- The person affected will normally be told what is being shared and why, unless this would increase risk or prejudice an enquiry.

- Data protection law does not prevent necessary and proportionate safeguarding information sharing.
- Information received from statutory agencies will be handled in accordance with any restrictions they impose.

14. Secure storage and retention

The recommended arrangement for St Martins Karate Group is a password-protected electronic safeguarding folder with access limited to Paul Turner and Chris Haggan. Where original paper notes, signed forms or documents must be retained, they will be kept in a locked file accessible only to those safeguarding leads. Safeguarding material will not be stored with ordinary membership records or on shared club systems.

Electronic files should use case-reference numbers in filenames where practical, have secure backups, and not be sent through personal messaging services unless urgently necessary and then transferred promptly to the secure record. Access by anyone else will be limited to what is strictly necessary and recorded.

Records will be retained for as long as required by safeguarding, legal, insurance and CMAA requirements, taking account of the age of the person concerned and the nature of the allegation.

Disposal will be authorised by a safeguarding lead, documented and carried out securely.

15. Case monitoring, review and closure

Every safeguarding case will be entered on the confidential Safeguarding Case Log. Paul Turner or Chris Haggan will be named as case owner. Serious or complex cases will normally be reviewed jointly by both leads unless one is involved or conflicted.

- Each open case will have a next review date.
- The case will be reviewed after each significant development and by the scheduled review date.
- The case owner will follow up referrals, requested information, protective measures and support arrangements.

- The log will record the current status, outstanding actions and reasons for decisions.
- A case may be closed only when immediate risks and required actions have been addressed,

external outcomes have been received where available, ongoing arrangements are clear, and learning has been considered.

- Closure does not require deletion. The full record remains subject to the retention arrangements above.

16. Support, feedback and learning

The Group will consider appropriate support for the child or adult affected, the person reporting, witnesses, instructors and any person subject to an allegation. Support may include information, a named contact, adjusted training arrangements, referral to specialist services or signposting.

The reporter may be told that the matter has been received and acted upon, but confidential information, personal data or disciplinary details will not normally be disclosed. Significant cases and near misses will be reviewed for lessons, policy changes, training or risk-control improvements.

17. Whistleblowing and anonymous reports

Concerns raised in good faith will be taken seriously and retaliation is prohibited. Anonymous concerns will be accepted, recorded and assessed. The absence of a named reporter may limit clarification or feedback, but it does not prevent action where sufficient information or risk exists.

18. Approval and review

- This procedure is approved by Paul Turner and Chris Haggan on behalf of St Martins Karate Group.
- It will be formally reviewed at least every three years.
- It will be reviewed earlier following a significant case, complaint or learning review, or a change in law, guidance, CMAA requirements or Safeguarding Code expectations.
- The public reporting guide will be available on the website, from instructors and within or linked from the welcome pack. The Group may also ask venues to display it where practical.

Appendix A: Universal reporting flowchart

A concern arises Poor practice, abuse, neglect, bullying, discrimination, complaint, online harm or wider welfare issue.

↓ Immediate danger or urgent medical need?

Call 999 and make the situation as safe as possible. Do not delay for internal approval or CMAA advice.

↓ Listen, reassure and record Do not promise secrecy, investigate or confront. Record facts and the person's own words as soon as possible.

↓ Report without delay Paul Turner, Chris Haggan or the safeguarding email. If both leads are implicated, contact CMAA and/or statutory agencies.

↓ DSL/Deputy assesses and opens case Check immediate risk, wishes, reporting route, interim safety measures, advice required and next review date.

↓ Poor practice / ordinary complaint Use conduct or simple complaints route. Record outcome, training, warning, conditions or other action.

Possible abuse / neglect / crime Consult or refer to social care, LADO and/or police. Notify CMAA where appropriate. Do not prejudice external enquiries.

↓ Monitor and review Maintain case log, follow up actions and referrals, support those affected and review by the agreed date.

↓ Close and learn Record outcome and reasons, confirm ongoing arrangements, consider policy/training changes and retain records securely.

Appendix B: Children and young people flowchart

Concern about a child or young person This may involve Group personnel, another organisation, another child, family circumstances, school, community or online activity.

↓ Immediate danger, urgent crime or medical need?

Call 999. Inform medical staff that there may be a safeguarding concern.

↓ Report and record Contact Paul or Chris promptly and complete the concern report. Do not investigate or confront.

↓ Is an instructor, volunteer or person in a position of trust implicated?

Seek LADO advice before internal investigation. Consider neutral protective measures and CMAA notification.

↓ Consult or refer Children's Social Care and/or police according to risk. Record advice and follow up in writing where required.

↓ Parents or carers Normally inform them, unless this may increase risk, prejudice an enquiry or conflict with statutory advice. Record who will inform them.

↓ Monitor, support and close Keep the child informed in an age-appropriate way, maintain the case log, review actions and record outcome and learning.

Appendix C: Adult safeguarding flowchart

Concern about an adult Possible abuse, neglect, exploitation, poor practice, complaint or wider welfare concern.

↓ Immediate danger, urgent crime or medical need?

Call 999.

↓ Is it safe to speak with the adult?

Ask what they want to happen, record their views and consider communication or advocacy support.

↓ Report and record Contact Paul or Chris promptly. Complete the concern report and preserve evidence.

↓ Assess risk, capacity and consent Presume capacity. Consider whether the Care Act adult-at-risk criteria may apply and whether information must be shared without consent.

↓ Poor practice / complaint Use conduct or complaints route and proportionate internal action.

Possible adult at risk / crime Refer to Adult Social Care and/or police.

Coordinate with CMAA and other agencies without delaying statutory action.

↓

Making Safeguarding Personal

Keep the adult informed, revisit desired outcomes, agree support and identify a named contact where appropriate.

↓ Monitor, review and close Maintain the case log, follow up agency action, review protective measures and record outcome and learning.

Appendix D: Public guide - How to report a concern

You can tell us if something does not feel right.

A concern might be about bullying, unsafe training, unwanted contact, discrimination, something said or sent online, the behaviour of an instructor or member, something happening at home or elsewhere, or any situation that makes you worried about yourself or another person.

Who can I tell?

- Paul Turner - 07984 912668
- Chris Haggan - 07739 669326
- Email: safeguarding@stmartinsjuniorkarateclub.co.uk
- Any instructor you trust, who will pass the concern to the safeguarding lead.

What will happen?

- We will listen and take you seriously.
- You will not be in trouble for raising a genuine concern.
- We cannot promise to keep it secret, because we may need to share information to keep you or

someone else safe.

- We will only share information with people who need to know.
- We will explain what happens next as far as we can.
- Adults will normally be asked what they want to happen. Children and young people will be

listened to and kept informed in a way they can understand.

Emergency: call 999 if someone is in immediate danger, a serious crime is happening or urgent medical help is needed.

If your concern is about both Paul and Chris, you may contact CMAA, Lancashire safeguarding services or the police. Anonymous reports are accepted, although it may be harder to ask follow-up questions.

Speak up. You will be listened to.

Appendix E: Safeguarding concern report form

Case reference (for safeguarding lead):

_____ Name of person concerned:

Date of birth / age (if known):

_____ Contact details (if appropriate):

Date, time and location of concern or disclosure:

_____ Name and role of person completing this form:

_____ People present:

_____ Communication, disability or support needs:

_____ Factual account of what was seen, heard or disclosed (use exact words where possible):

_____ Questions asked and responses:

_____ Visible injuries or immediate medical/safety concerns:

_____ What the child, young person or adult said they want to happen:

_____ Parents, carers or supporters informed? Give details and reasons:

_____ Consent and information sharing discussed:

_____ Immediate action taken:

_____ Who was informed, date and time:

_____ Advice or referrals made:

Further action required and review date:

Signature:

Date:

Appendix F: Confidential safeguarding case log

This log is confidential and must be stored separately from ordinary membership records. Use one row per case and continue on additional pages as required.

Case ref

Date

received

Person

concerned

Concern

type

Immediate

action / referral Case owner

Next review

Status /

outcome

Closure

date

Document control

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General enquiries	info@stmartinsjuniorkarateclub.co.uk