

Concerns arise about the behaviour of a member of staff, coach or volunteer towards a child/children.
(e.g. suspicions or allegations of poor practice or possible abuse)

Individual alerted to concerns reports to organisation / club / facility or event. Safeguarding Lead Officer completes the safeguarding incident report form.

Safeguarding Lead Officer (if appropriate in consultation with Case Management Group and / or Children's Social Care, Police or LADO) determines the route for further action to be taken (e.g. does the matter appear to be poor practice or possible abuse and records actions taken and agree).

Poor Practice/Breach of Code of Conduct

If required, the Safeguarding Lead initiates disciplinary procedures, which may include immediate suspension (without prejudice) pending a full investigation.

An internal investigation is conducted by the Safeguarding Lead (or Deputy if the concern involves the Lead). CMAA may provide support throughout the investigation.

The outcome of the disciplinary process could include no further action, advice or warning given, required training/support, other sanctions, or exclusion from the club.

Referral to the Disclosure and Barring Service (DBS) will be considered if the outcome warrants further safeguarding actions.

An appeals process is available if there is disagreement with the outcome of the disciplinary hearing.

Possible Child Abuse/Criminal Offence

If there is a concern about possible child abuse or a criminal offense, report directly to the Safeguarding Lead (or Deputy if the concern involves the Lead). The Safeguarding Lead will consult with CMAA for guidance on next steps.

The Safeguarding Lead consults CMAA and refers to Children's Social Care, Police, or the Local Authority Designated Officer (LADO) as appropriate. This step ensures that statutory agencies are informed immediately if the concern indicates significant risk.

The Safeguarding Lead documents the concern and referral, and follows up in writing with statutory agencies within 24 hours, ensuring that all information is accurately recorded and securely stored.

Children's Social Care and/or Police may hold a strategy meeting, which could include representation from Black Scorpion Karate CIC, CMAA, or other relevant parties, to discuss the investigation and agree on actions to protect the child.

If the concern involves a member of staff or volunteer, they may be suspended (without prejudice) pending the outcome of the statutory investigation. This suspension aims to protect all parties involved and is done in consultation with CMAA and LADO.

The outcome of the Children's Social Care or Police investigation may include no further action (NFA), criminal prosecution, or a risk assessment. The Safeguarding Lead will be informed of any actions required following the investigation.

If further internal investigation is needed after the statutory process, the Safeguarding Lead (or Deputy if necessary) will conduct this with guidance from CMAA. This investigation will consider additional measures needed to ensure the child's safety.

Following the investigation, outcomes may include no further action, advice or warnings, additional training or support, other sanctions, or exclusion. Referral to the Disclosure and Barring Service (DBS) will be considered if appropriate to prevent future risk.

An appeals process is available if the individual disagrees with the outcome of the disciplinary hearing or any action taken as a result of the investigation.