



# ACADEMY OF SHOTOKAN KARATE

Appendix Two to the A.S.K. Safeguarding and Child Protection Policy

## Safeguarding Referral Form

<b>Club Name &amp; Address</b>		
<b>Club Instructor Details</b>		
<b>Date of Incident</b>		If your concern relates to a number of incidents, or concerns which have come to light over a period of time, then please specify
<b>Referrer Details</b>		Name/Club/Role of person submitting this form. Do not assume we know who you are
<b>Who is this report about?</b>		<p>It may relate to a child whose welfare you are worried about or an adult whose behaviour concerns you. Please specify which &amp; include as much personal information as you can (name, address, DOB, ASK club, school etc). Please also specify any role at the club (instructor/assistant/member/snr/etc) If your concern relates to more than one person, please be specific about who they are and whether they have specific needs such as any disabilities, or special needs.</p> <p>Continue on a separate sheet if necessary</p>

<b>Child's Family</b>	<b>Mother</b>		Supply name and contact details for the child's family and details of which parent the child lives with.
	<b>Father</b>		
	<b>Carer/ Guardian</b>		
	<b>Siblings</b>		
<b>Are the child's family aware of these concerns?</b>			<p>You should state whether you have spoken to the child's family about your concerns and whether the family expressed a view about what should be done. Do they consent to you sharing this information for the purposes of safeguarding their child?</p>
<b>How do you know about the concerns you are reporting?</b>			<p>You might have directly witnessed something which has concerned you, or someone else may have told you about it. If so please state who and describe in details in your own words how you have come into this information.</p> <p>Continue on a separate sheet if necessary</p>

**DETAILS OF  
YOUR  
CONCERNS**

When a concern is raised, you should not immediately embark upon an internal investigation.

This means that in the initial stages, there is no need to gather statements or interview anyone.

However, you will need to establish and gather sufficient information to enable the nature of your concerns to be understood.

As a rule of thumb, you should be able to report the following information:

1. What has happened.
2. Where did it happen.
3. When did it happen.
4. Who is involved, and who did what.
5. Why did it happen.

Continue on a separate sheet if necessary

<p><b>Has the Club taken any action to manage this incident?</b></p>		<p>Include details such as: Did you call the Police or Child Protection Services? Who have you spoken to about this matter; whether you have suspended an adult in relation to the concerns; anything else you think might be relevant.</p>
<p><b>Are there any witnesses who could give any information about your concerns?</b></p>		<p>Please give details of anyone who might have witnessed anything relevant. Include their name and contact details and information about who they are.</p>
<p><b>Are you aware of any other evidence which supports your concerns?</b></p>		<p>This might include photographs or video footage. Or you may be aware that an injured person has seen a doctor or been to hospital to seek medical help.</p> <p>You can use this box to tell us about ANY OTHER INFORMATION which you think might be relevant.</p> <p>Continue on a separate sheet if necessary</p>
<p>This form should be submitted to The A.S.K. SCPO at <a href="mailto:morpethandblythkarateclubs@hotmail.com">morpethandblythkarateclubs@hotmail.com</a> East House, Middle Newham Farm, Milbourne, Ponteland, Northumberland NE20 0DJ. You should advise that you are sending, and confirm receipt on telephone 07950 627263.</p>		<p><b>Page 4 of 4.</b></p>