

Appendix 1

Procedures in the Event of an Allegation or Suspicions of Abuse

In the event of a complaint from or about a child

1. Complaint must be reported to London Karate Ltd's CPO
2. The CPO will inform the Executive as soon as possible
3. The Executive will decide, in consultation with the CPO to:
 - Take no further action
 - Take further action
4. If the Executive feel that no further action is necessary, all parties concerned must be notified immediately.
5. If the Executive feel that further action is necessary, they will chose one of the following options
 - To appoint supervision
 - To suspend
 - To caution
 - To dismiss
 - To seek advice from the Child Protection Advisory Group
 - To seek advice from the NSPCC
 - To inform the police and social services
6. The Executive will have the authority to immediately appoint supervision or suspend if they feel it is necessary in the interest of safety
7. The police may decide, following investigation, to:
 - Recommend no further action
 - Refer the matter back to the Executive for disciplinary action
 - Prosecute
8. If a criminal offence against a child is proven, the executive must:
 - Dismiss the offender
 - Inform the Criminal Records Bureau

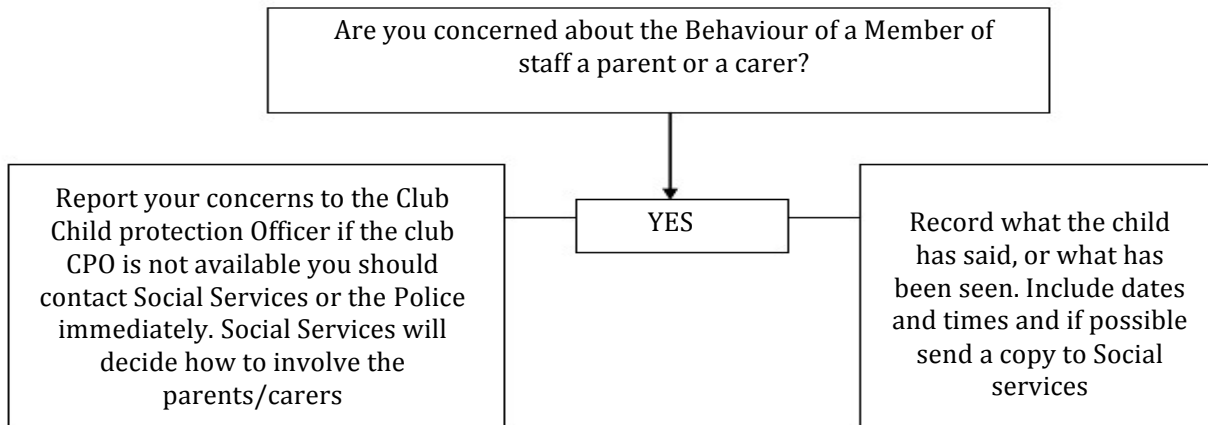
In the event of a disclosure from the CRB or a complaint from or about a colleague, the procedures to follow will be outlined in steps 1-6 above

In the event of a complaint about the CPO, the procedures to follow will be as outlined in steps 2-6 above

An appeal against any decision by the CPO or the Executive Committee may be heard by an Appeals Board. This Board must consist of at least three persons other than the CPO or Executive Committee members and who have a minimum of three years experience working with children.

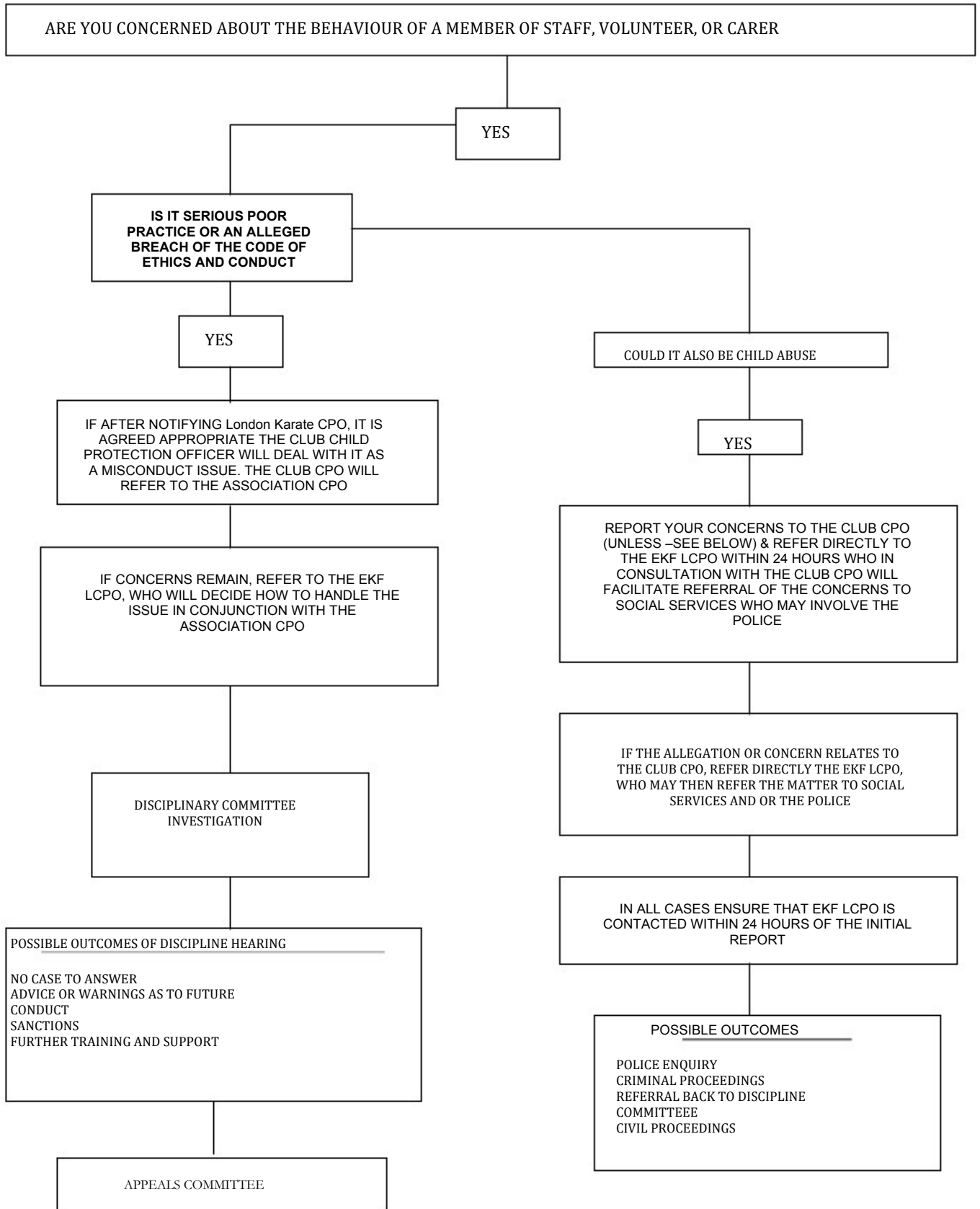
Flow chart of action to take if there are concerns about a child's safety or welfare

The following action should be taken if there are concerns:



The Association Child Protection Officer should always inform London Karate Ltd's Child Protection Officer on the appropriate form provided within 24 hours.

What to do if there are concerns



Further Information

Information passed to the social services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Information should include the following:

- Name of child
- Age of child and date of birth
- Race and Ethnic origin of the child
- Relevant disability or special needs
- Home address and telephone number
- Is the person making the report expressing their own concerns or those of someone else?
- If it is not the child making the report has the child concerned been spoken to? If so what has been said?
- What is the nature of the allegation? Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- Describe any visible bruising or other injuries. Behavioural and indirect signs
- Record the details of witnesses to the incident/s.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted? If so what has been said?
- Has anyone else been consulted? If so record details.
- Has anyone been alleged to be the abuser? Record details.

False allegations of abuse do occur, but they are rare. You should always take immediate action if a child says or indicates that he or she is being abused, or you have reason to suspect that this is the case. This may involve dealing with the child, his parent or carer, colleagues at your club / organisation, teachers, external agencies or the media.

Children who are being abused will only tell people they trust and with whom they feel safe. As a coach you will often share a close relationship with students and may therefore be the sort of person in whom a child might place their trust. **Children want the abuse to stop.** By listening and taking what a child is telling you seriously, you will already be helping to protect them.

It is useful to think in advance about how you might respond to this situation in such a way as to avoid putting yourself at risk.

Timing and Location:

It is understandable that the child may want to see you alone, away from others. The child may therefore approach you at the end of a session when everyone is going home, or may arrive deliberately early at a time when they think you will not be busy. However, a disclosure is not just a quick chat, it will take time and usually has further consequences. Bear in mind that you may also need to attend to other students / children, check equipment or set up an activity – you cannot simply leave a session unattended. Therefore, try to arrange to speak to the child at an appropriate time.

Location is very important. Although it is important to respect the child's need for privacy, you also need to protect yourself against potential allegations. Do not listen to the child's disclosure in a completely private place – try to ensure that other members of staff are present or at least nearby.

All records should:

- Be written as soon as possible, signed and dated.
- Clearly distinguish between fact, observation, allegation and opinion
- Note the name, date, the event, a record of what was said, and any action taken in cases of suspected abuse
- Be held separately from main records
- Be exempt from open access

Responding to the Child:

- Do not panic – react calmly so as not to frighten the child
- Acknowledge that what the child is doing is difficult, but that they are right to confide in you.
- Reassure the child that they are not to blame.
- Make sure that, from the outset, you can understand what the child is saying.
- Be honest straight away and tell the child you cannot make promises that you will not be able to keep.
- Do not promise that you keep the conversation secret. Explain that you will need to involve other people and that you will need to write things down.
- Listen to and believe the child; take them seriously.
- Do not allow your shock or distaste to show.
- Keep any questions to a minimum, but do clarify any facts or words that you do not understand – do not speculate or make assumptions.
- Avoid closed questions (i.e. questions which invite yes or no answers).

- Do not probe for more information than is offered.
- Encourage the child, to use its own words.
- Do not make negative comments about the alleged abuser.
- End the disclosure and ensure that the child is either being collected or is capable of going home alone.
- Do not approach the alleged abuser.

RECORD OF DISCLOSURE FORM

Date.....

Your Name.....**Position Held**.....

Name:(child).....**Age**..... **D.O.B**.....

Address.....

.....**Postcode:**..... **Tel**.....

Race.....**Ethnic Origin**.....

Relevant special needs.....

Name and address of person reporting (if different to above)

.....
.....

Date:.....**Time:**.....**Place (of disclosure)**.....

What the child said:

Your own observations:

Any actions or advice given that you have decided to take:
(Parent */Police/Social Services/C.P.S.U./Local Authority/Other*)

Your name..... **Signature**.....