

## APPENDIX 2: REPORTING CONCERNS (OUTSIDE AIKIDO)

Follow this action if:

1. A child tells you they are being abused OUTSIDE the club – OR
2. If you hear about concerns or possible abuse outside of the club
3. You see something which raises concerns about abuse outside of the club

You must react IMMEDIATELY. If you cannot contact anyone from the Club then contact the Statutory Agencies (Police or Social Services). If you are unsure what to do contact 0808 800 5000 (available 24 hours a day) to discuss your concerns

- Stay calm
- If the child is present re-assure him/her that they are not to blame
- Keep questions to a minimum
- Record information accurately using the child's own words
- **Do not involve anyone who might be implication in the concern**

YES

Is the child in need of medical attention – or at risk of immediate harm?

NO

Call an ambulance OR doctor OR take the child to hospital. State that the concern possible relates to child safeguarding; the doctor will refer the matter to the statutory agencies as appropriate

If a child is at risk of immediate harm call the police (999)

The statutory agencies will advise you regarding contacting / informing parents.

Contact your Club's Welfare Officer or the Alliance Lead Safeguarding Officer will take advice from the statutory agencies as required and will advise on action to take.

Remember if concerns are urgent do not delay –refer immediately to your local Safeguarding team or the Police and then inform the Alliance Lead Safeguarding Officer within 24 hours

The statutory agencies will advise regarding contacting or informing parents / carers / guardians

**Prepare a report** to include all the information you have (names, addresses etc). If possible use an Incident Report Form. Note down your concerns and the action taken. Sign and date your report. Forward a copy of the report along with any other information to the relevant Statutory Agency dealing with the matter -- and the Alliance Lead Safeguarding Officer. **DO NOT CONTACT ANYONE WHO MIGHT BE IMPLICATED.**

**REMEMBER TO MAINTAIN CONFIDENTIALITY AND ONLY SHARE INFORMATION ON A STRICTLY "NEED TO KNOW" BASIS. HOWEVER, THE WELFARE OF THE CHILD IS PARAMOUNT AND YOU HAVE A DUTY TO REFER AND SHARE YOUR CONCERNS WITH THE APPROPRIATE AGENCIES**