



SAFEGUARDING REFERRAL FORM

Date of referral		Crib Notes
Date of incident		If your concern relates to a number of incidents, or concerns which have come to light over a period of time, then please specify.
Referrer details		Name/Club/Role of person submitting this form. Please do not assume we know who you are. Please also include your contact details, email and telephone.
Who is this report about?		<p>Please also specify their role at the club (player/lead coach/ treasurer, 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, special educational needs or other vulnerabilities.</p> <p>Continue on a separate sheet if necessary.</p> <p>It may relate to a child whose welfare you are worried about or an adult whose behaviour concerns you. Please specify which and include as much personal information as you can (name, address, DOB, EKNGB id, school etc.).</p>

Child's family	Mother:		If your concern involves children, please supply name and contact details for the child's family and details of which parent the child lives with. Always include English Karate NGB ID if they have one.
	Father:		
	Carer/ Guardian:		
	Siblings:		
Are the child's family aware of these concerns?			You should tell us whether the club has spoken to the child's family about your concerns and whether they expressed a view about what should be done. Do they consent to you sharing this information for the purposes of safeguarding their child?
			<p>You might have directly witnessed something which has concerned you, or someone else may have told you about it.</p> <p>If so, please state who and describe in detail in your own words how you have come into this information.</p>
How do you know about the concerns you are reporting?			

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 us to understand the nature of your concern. As a rule of thumb, you should be able to tell us the following information:

What has happened
Where did it happen
When did it happen
Who is involved, and who did what
Why did it happen

Try to report in a chronological order.

If your information has come to you from a number of individuals, please be clear about who said what.

Please also detail any previous concerns about the person you are referring to.

<p>Has the club taken any action to manage this incident?</p>		<p>Include things such as: Did you call Police or Social Services? Who have you have 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>Are there any witnesses who could give any information about your concerns?</p>		<p>Please give details of anyone who might have witnessed anything relevant.</p> <p>Include their name, English Karate NGB ID, contact details and information about who they are.</p>
<p>Are you aware of any other evidence which supports your concerns?</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>

Please send this form to safeguarding@englishkaratengb.co.uk and inform your **Club Welfare Officer** of this referral. If you wish to discuss the referral in advance of submitting it, please speak to your **Club Welfare Officer** or contact the **Lead Safeguarding Officer**.

