### Lea Valley Karate Academy – Procedure for reporting Concerns

Student has spoken to an instructor/Coach or behaved in a way that has caused concern

Accurately record what student says or does including dates/times

Share your concerns or pass records to DSL / club welfare officer immediately. If they are unavailable, please inform the Chief Instructor:

Jennifer Williams (club welfare) or Daniel Hollister (Chief Instructor)

In addition to the Association DSL officer the welfare officer may contact appropriate services such as the Police or Local Social Service

The club welfare officer may be required to inform the Association Designated Safeguarding Lead

It is not the responsibility of anyone within Lea Valley Karate Academy to investigate or decide whether child abuse has taken place.

Lea Valley Karate Academy will fully support and protect anyone who reports a concern.