

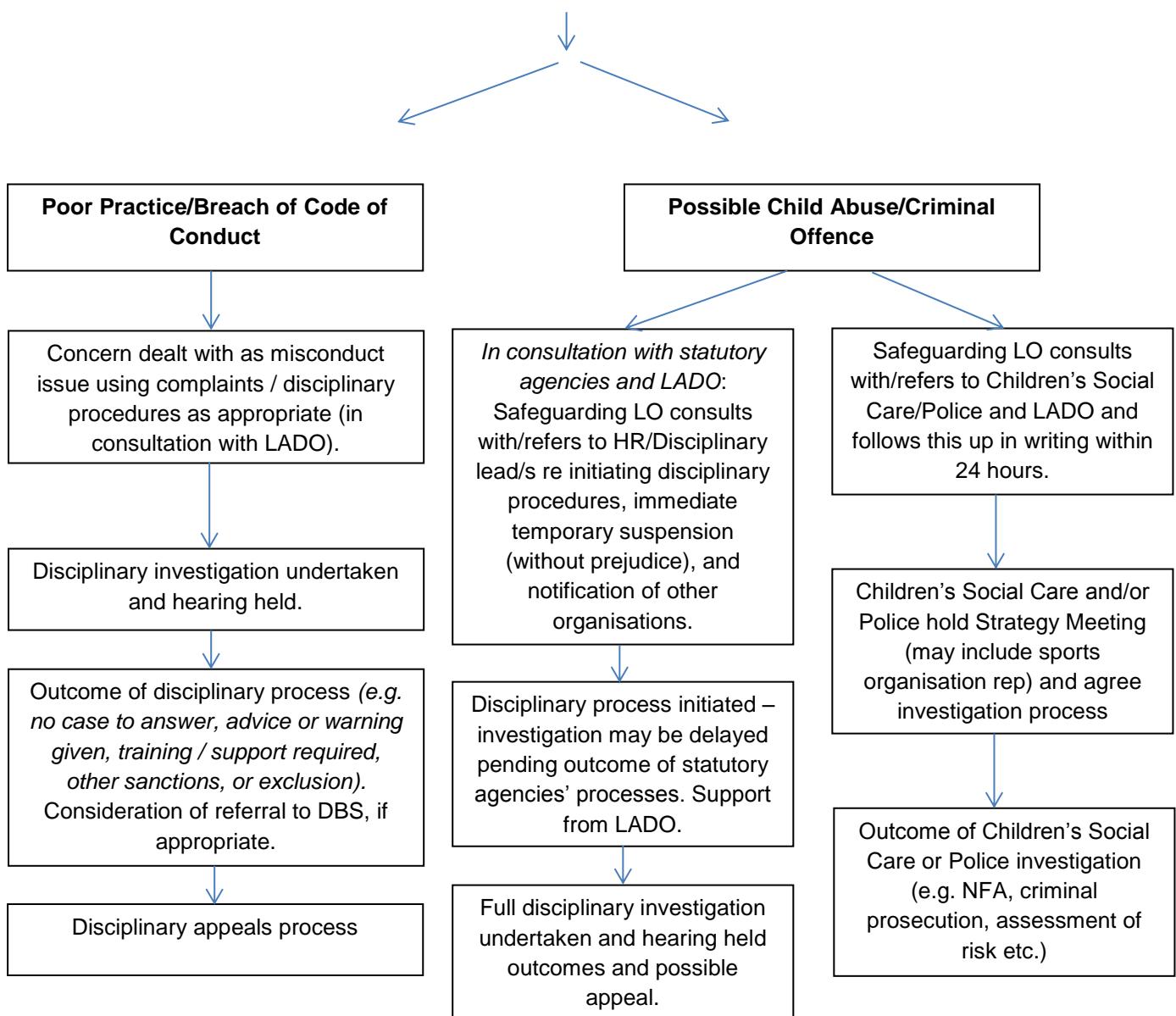
CPSU procedure flowcharts



Outline safeguarding reporting procedure concerns

1. Concerns arising due to the behavior of a Club instructor, member or volunteer.
The following flow chart describes the logic and rules implemented by the club in the event of such concerns:

When a Concern arises about the behavior of a coach or volunteer towards a child, such as poor practice or possible abuse, the three top instructors (Ayad Jassim, Sami Jassim and John Taylor) hold a brief meeting very soon after the concern. A summary report is made by one of the instructors above detailing the incident leading to the concern, followed by a decision to determine the route for further action to be taken (e.g. does the matter appear to be poor practice or possible abuse, and records actions taken and agree).



CPSU procedure flowcharts



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2. About the behavior of another organisation's staff member or volunteer (e.g. allegations reported about an individual working for a partner organisation)

JTKfreestyle Kickboxing does not work with any other Club or association on a regular basis. For example JTKfreestyle weekly classes are not held jointly with another Club or instructor (s) from outside the Club.

Outline safeguarding reporting procedure concerns

3. About children and young people arising outside of sport (e.g. at home, school or in the community)

When a JTKfreestyle instructor observes that a child student (at the Club) may have been possibly bullied or abused at school (or any other external activity such as football, Netball, Hockey, etc) then the following steps are taken:

1. The instructor immediately inform the other instructors followed by a summary report of their observation. The report is then saved in the Club Safeguarding archives.
2. The Club may write a letter to the school (or other external activity Club) highlighting the concern or incident. The purpose is to make these organizations aware of the incident/concern. The Club may follow this letter with further reminders if further same (or similar) observations occurred.
3. The Club will inform the child (s) parents (guardians) of this observation in the form of a meeting as well as a letter if a meeting was not possible. This step is mandatory if the child required medical attention.
4. The Club may write a report of the incident/observation to the police if the incident is serious such as abuse or threatens the child's safety or if no action was taken by '1', '2' or '3' above.

