

NORTHERN IRELAND JU-JITSU ASSOCIATION

SAFEGUARDING POLICY PROCEDURES AND GUIDELINES

Introduction

The Northern Ireland Ju-Jitsu Association (NIJJA) is the governing body for the sport in N. Ireland.

A significant percentage of its membership is under the age of 18, and the NIJJA recognises its obligation to make provision for children and young people**. It acknowledges the responsibility it has to ensure that the welfare of the child or young person is paramount.

The NIJJA believes in the principle that all children have the right to protection from abuse whatever their age, gender, disability, culture, language, racial origin, religious beliefs and /or sexual identity. All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.

Abuse can occur anywhere, in the home, school, outdoor areas and at clubs. Unfortunately there are some people who will seek to be where children are, simply to abuse them. Everyone associated with the NIJJA can help in looking after children who attend its activities, coaches, club officials, administrators (paid or volunteers), parents, friends, children themselves. Effective sharing of information, collaboration and understanding are essential to safeguarding children from harm and promoting children's well-being.

** Throughout this document the Northern Ireland Ju-Jitsu Association will be referred to by the initials NIJJA.*

*** A Child is defined as any young person under the age of 18 (The Children (NI) Order 1995)*

POLICY STATEMENT

The NIJJA has a duty of care to safeguard all children involved in ju-jitsu activities from harm. All children have a right to protection and the needs of disabled children and others who may be particularly vulnerable must be taken into account. Participation in Martial Arts can and does provide valuable life experiences, it offers significant opportunities for children and young people to develop social skills, enhance self-esteem, build confidence, work together and develop leadership qualities. The majority of these opportunities rely heavily on adult involvement. The NIJJA will strive to ensure the safety and protection of all children who take part in NIJJA activities by adhering to the Child Protection guidelines adopted by the NIJJA committee.

POLICY AIMS

The aim of the NIJJA Safeguarding policy is to promote good practice:

- Providing guidelines to ensure children and young people can participate, enjoy the activities, fulfil their potential and feel safe whilst in the care of clubs affiliated to NIJJA.
- The policy is also designed to protect those who work with young people in clubs from unfair accusation or suspicion by promoting good practices.
- Allow all NIJJA members, staff/coaches/volunteers to make informed and confident responses to specific safeguarding issues by setting out procedures to be followed.



- guidelines for people who come into contact with children as part of their role to ensure they know what they need to do to keep children safe.
- guidelines for planning an event or activity with children and young people* and putting measures in place to minimise the risk of safeguarding** issues occurring.

*The terms children and young people will be used interchangeably through this policy. The term parents will be used throughout but please note this term is used to cover the child's primary carer or guardian as well.

** **SAFEGUARDING AND CHILD PROTECTION** -The term "child protection" has been expanded to safeguarding to include the wider responsibility for health, safety, and prevention of harm as well as protection from abuse. It may be defined as: **Doing everything possible to minimise the risk of harm to children and young people.** Safeguarding is about being proactive and putting measures in place in advance of any contact with children to ensure that children are going to be kept safe. This includes ensuring staff/volunteers are properly recruited e.g. checking references, going through effective induction, appropriate training, and AccessNI vetting for those posts that are appropriate.

WHAT IS CHILD ABUSE?

It is generally accepted that there are five main areas of abuse:

NEGLECT: The failure to meet a child's basic physical or psychological needs likely to result in the serious impairment of the child's health and development. It includes failing to provide food, shelter, affection, attention and failing to protect from physical harm/danger or failing to ensure access to appropriate medical care or treatment. ***In the context of Ju-Jitsu and Martial Arts it could include a coach failing to ensure that children are safe, or exposing them to unnecessary risk of injury.***

PHYSICAL: It may involve hitting, shaking, poisoning, burning or scalding, suffocating or otherwise causing physical harm. ***In the context of Ju-Jitsu and Martial Arts the type and intensity of training imposed by the coach is beyond the child's capability and /or stage of development.***

SEXUAL: Involves adults or other children forcing or enticing a child to take part in sexual activities whether or not the child is aware of what is happening. It may also include viewing sexual pictures or videos. ***In the context of Ju-Jitsu and Martial Arts inappropriate physical contact could potentially create situations where sexual abuse may go unnoticed or an individual manipulates the close relationships that are built up within the sport and abuses their position of trust.***

EMOTIONAL: Persistent lack of love and affection; where a child may be shouted at, threatened or taunted or made to feel worthless by imposing inappropriate expectations on them. ***In the context of Ju-Jitsu and Martial Arts this may include pressure from coaches/parents to succeed, constant criticism, sarcasm and unrealistic expectations. Racial and sexually abusive remarks can emotionally harm a child and can also be a feature of bullying.***

BULLYING: Is deliberately hurtful behaviour, usually repeated over a period of time. It can be verbal, written or physical and can include, physical assaults, taking possessions, name-calling, sarcasm, racial taunts, gestures and unwanted physical contact. ***In the context of Ju-Jitsu and Martial Arts this can occur if a coach singles out a child for persistent criticism or humiliation; a parent who pushes too hard; children who seek to make the activity difficult or an unhappy experience for others.***



THE EFFECTS OF ABUSE

Abuse in whatever form can affect children at any age. The effects can be so damaging that, if untreated, may follow the individual throughout their adult life. An abused child may find it difficult, or impossible to maintain a stable, trusting relationship.

RECOGNITION OF ABUSE

Members of NIJJA are not experts in the recognition of child abuse but if concerns arise, it is important to do something about it. It is not the responsibility of coaches and other volunteers to decide that child abuse has occurred but it is their responsibility to act on any concerns and report them.

INDICATORS OF ABUSE MAY INCLUDE:

- Unexplained or suspicious injuries such as bruises, cuts or burns, particularly if situated on parts of the body not prone to such injuries.
- An injury for which the explanation seems inconsistent.
- A child describes what appears to be an abusive act towards him/her
- Someone else, a child or adult, expresses concern about the welfare of another child.
- Unexplained changes in behaviour e.g. becoming quiet, withdrawn, or displaying sudden outbursts of temper.
- Inappropriate sexual awareness.
- Engages in explicit sexual behaviour during activities.
- Distrust of adults, especially those with whom a close relationship would normally be expected.
- Has difficulty making friends.
- Is prevented from socialising with other children.
- Displays variation in eating patterns including overeating or loss of appetite.
- Loss of weight for no apparent reason.
- Becomes increasingly dirty or unkempt in appearance.

This list is not exhaustive and the presence of one or more indicators is not proof that abuse is actually taking place. NIJJA members must act on any concerns. ***Never assume that someone else has identified and acted on the problem.***

RESPONDING TO DISCLOSURE, SUSPICIONS AND ALLEGATIONS

DISCLOSURE: a child may try to tell a person directly about abuse, or information is given which gives concern that a child is being abused. The person receiving the information should:

- deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to talk about the problem, rather than interviewing the child about details of what happened;
- stay calm and not show any extreme reaction to what the child is saying;
- listen compassionately, and take what the child is saying seriously;
- understand that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be as positive as possible so that the child may be less concerned if talking to those involved in any further investigation;
- be honest with the child and tell them that it is not possible to keep information a secret, but you will treat what they have told you as confidential;
- make no judgmental statements about the person against whom the allegation is made;
- not question the child unless the nature of what s/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as "Can you explain to me what you mean by that"?
- check out the concerns with the parents/guardians before making a report unless doing so would endanger the child or compromise any further investigation;
- give the child some indication of what would happen next, such as informing parents or Health and Social Care Trusts (HSCT). It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage;
- carefully record the details;



- pass on this information to the designated safeguarding children officer;
- reassure the child that they have done the right thing in telling you.

Never:

- panic or allow your shock to show
- question unless for clarification;
- make promises you cannot keep;
- rush into actions that may be inappropriate;
- make/pass a judgement on alleged abuser;
- delay referring information, to find out more details
- take sole responsibility, you must consult the designated safeguarding children officer so you can begin to protect the child and gain support for yourself.

RECORDING INFORMATION: Keep it simple. It should include:

- The nature of the allegation
- A description of any injuries
- The child's account
- Witnesses to any incidents
- Any times, dates or other relevant information
- A clear distinction between fact, opinion or hearsay
- Refer the matter as soon as possible

[See sample incident form]

SUSPICIONS AND ALLEGATIONS

If you have concerns you should report them. It is not the responsibility of anyone in the NIJJA to decide whether or not child abuse is taking place. However there is a responsibility to act on concerns to protect children so that appropriate agencies can make inquiries and take any necessary action.

There is always a commitment to working with parents/guardians/carers where there are concerns about their children. In most instances it would be important to talk to parents/guardians/carers about any initial concerns. It may be uncharacteristic behaviour e.g. withdrawn, is a response to a family bereavement.

However, there may be circumstances where a child may be placed at greater risk were such concerns shared e.g. where the parent/guardian/carer may be responsible for the abuse or not able to respond to the situation appropriately.

CHILD ABUSE GROUNDS FOR CONCERN

Individuals must have the confidence to respond appropriately if there are reasonable grounds for concern. Reasonable grounds for concern (adopted from the Area Child Protection Committee's Regional Policy and Procedures) exist when there is:

- a specific indication from a child that s/he has been abused;
- an account by a person who saw the child being abused;
- evidence, such as an injury or behaviour which is consistent with abuse and unlikely to be caused another way;
- an injury or behaviour which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour;
- consistent indication, over a period of time, that a child is suffering from emotional or physical neglect.



It is cultures of poor practice, which are not child-centred and where concerns are not dealt with, which open the door to possible abuse occurring. But under no circumstances should any individual be left with a worry or concern about a child and feel they are unable to discuss it with their club/NIJJA welfare officer.

WHAT SHOULD YOU DO?

If you have information about a disclosure, suspicion or allegation, immediately report it in one of the following ways:

- 1) **In a club:** inform the Club Welfare Officer or the person in charge of the club if no officer is in place.
- 2) **In a school:** inform the teacher with designated responsibility for child protection.
- 3) **In a Local Council Facility/Activity scheme:** Inform the manager of the facility/scheme.
- 4) **In other situations or if the club welfare officer is unavailable:** Contact the NIJJA child welfare officer direct (see useful contacts).
- 5) **If no person in any of the above categories is available:** You should take responsibility and seek advice from the NSPCC helpline 0808 800 5000 or the Social Services Gateway team. See useful contacts N.B. In these circumstances you can remain anonymous but it is helpful if you can give as much information as possible.

In all instances the matter should be referred without delay and in any case within 24 hours. Decisions as to whether behaviours constitute abuse should not be made by individuals, just pass on your concerns.

GOOD PRACTICE GUIDELINES

Martial arts provide a great opportunity to improve children's self-confidence, develop and enhance individual skills and provide a progressive framework to allow children to maximise their potential.

To ensure that children are given the best possible experience within the NIJJA it is important that everyone works to the same ethical standards and provides exemplary role models of acceptable behaviour.

All NIJJA members who work in any capacity with children including; coaches, volunteers etc, should adhere to the following guidelines.

- Always **work in an open environment**, avoiding situations where you may be alone with a child or completely unobserved.
- Ensure all **activities are appropriate** for age, maturity, experience and the ability of the children.
- Make sure that **fun, enjoyment** and **respect for others** are key elements promoted in training activities.
- Put the **welfare of a child first**, ahead of achieving goals or progress.
- Treat all children including young people with disabilities **equally** and with respect and dignity.



- **Avoid any unnecessary physical contact** with children. Where contact is deemed necessary ensure it is open and appropriate; gain permission; explain clearly the intention; use children of same sex as yourself where possible.
- **Encourage parental involvement**; communicate regularly with parents; welcome them to watch training sessions; encouraging them to take responsibility for their children in changing facilities.
- If groups have to be supervised changing always ensure parents/coaches/volunteers **work in pairs**.
- Adults assisting in clubs and Coaches in particular are in a **'position of trust'** in relation to children. They must maintain healthy, positive and professional relationships with all young people. Coaches and others in positions of authority and trust in relation to members aged 16 and 17 years must not engage in sexual relationships with them while that unequal power relationship exists.
- Always maintain a safe and appropriate distance with young people. (Never share a room with children on trips or have inappropriate relationships of an intimate nature).
- When working with mixed groups it is always advisable to have **both male and female adults on hand to assist**. This is essential if groups are taken away on trips and/or to events that require staying away from home overnight.
- **Be aware of any medical conditions**, injuries or medication being taken that might affect a child's health whilst in your care.
- Ensure that **written parental consent** with any medical information (see sample consent form) is obtained to act in 'loco parentis' where the need may arise to administer first aid and or other medical treatment.
- Keep a **written record of any injury** that occurs, together with details of any treatment given. See sample accident form
- **Keep up to date** with technical skills, qualifications and insurance cover.
- **Be a good Role Model**, including not drinking alcohol or smoking in the presence of children.

No advice on ratio's for coaching?

PRACTICES TO AVOID

- **Do not** spend excessive periods of time with individual children, especially apart from a group.
- **Avoid** transporting children alone in a car no matter how short the journey.
- **Do not** take children to your home where they can be alone with you.

If these situations are **unavoidable** due to circumstances that may put a child in danger or distress, make sure that parents/guardians/carers are fully aware and have given consent.

POOR PRACTICE THAT SHOULD NEVER OCCUR:

- Engaging in rough, physical or sexually provocative games including horseplay.
- Sharing a room with a child.



- Allowing or engaging in any form of inappropriate touching.
- Allowing children to use inappropriate language unchallenged.
- Making sexually suggestive comments to a child even in fun.
- Letting allegations a child makes go unchallenged, unrecorded or not acted upon.
- Reducing a child to tears as a form of control, by bullying tactics or verbal abuse.
- Doing things of a personal nature for children and disabled persons that they can do for themselves.
- Invite or allow children to stay with you at your home unsupervised

N.B. It may sometimes be necessary for coaches, volunteers or helpers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the students involved. There is a need to be responsive to a person's reactions. If the person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing and undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

INCIDENTS THAT MUST BE REPORTED

If at any time a child is **injured, distressed** in any manner, appears to be sexually **aroused** by the actions of another or **misinterprets** the actions of another, it should be reported to a colleague or coach and recorded in writing. The parents of the child should also be informed.

ALLEGATIONS OF ABUSE AGAINST COACHES AND VOLUNTEERS

Child abuse has occurred within the environment of sport and social activities. It could involve anyone, coaches, volunteers or club helpers.

The NIJJA will assure its coaches and volunteers that it will support and protect anyone who in good faith reports a concern that a colleague is or may be abusing a child. Where there is a complaint against a coach or other volunteer there may be three types of investigation:

- A criminal investigation
- A child protection investigation
- A disciplinary or misconduct investigation

The result of police or child protection investigations may well influence the outcome of any disciplinary investigation. But irrespective of the outcome of any police or social services investigations the Club/NIJJA will assess all individual cases to decide whether or not a coach or volunteer has breached our own code of conduct

Action if there are concerns:

1. Concerns about poor practice:
 - If the allegation is clearly about poor practice, the designated club welfare officer or person in charge will deal with it as a misconduct issue.
 - If the allegation is about poor practice by the club welfare officer, or the matter has been inadequately handled, it should be reported to the Organisation's welfare officer (if applicable) who may refer it to the NIJJA welfare officer.
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2. Concerns about abuse:

- Any concerns that a child has been abused by a coach or club volunteer should be reported to the Club Welfare Officer or person in charge.
- The Club Welfare Officer or person in charge will refer the allegation to the Gateway team who may in turn inform the police.
- Parents/carers of the child will be contacted as soon as possible following advice from the social services.
- The Club Welfare Officer should inform their organisation's welfare officer (if applicable), who will in turn inform the NIJJA child welfare officer who will deal with any media enquiries.
- If the Club or Organisation's Welfare Officer is the subject of complaint the NIJJA Welfare Officer should be informed and they will refer the allegations to the social services.

Confidentiality:

Every effort should be made to maintain confidentiality for all concerned. Information should be limited to those who need to know.

This includes:

- The Child Welfare Officer/person in charge
- The parents of the person alleged to have been abused
- The person making the allegation (limited information)
- Social services/police
- Group/NIJJA child welfare officers

Social Services advice on when to and who should approach the person the allegation is about

All information should be kept secure with limited access to designated people.

Internal Enquires and Suspension:

The Club/NIJJA welfare officer will make an immediate decision about whether an individual accused of poor practice should be temporarily suspended. If the allegation is of a more serious nature (possible abuse) then advice should be sought from the statutory services before informing the person the allegation is about.

Irrespective of the outcome of any police or social services investigations the Club/NIJJA will assess all individual cases to decide whether or not a coach or volunteer can be reinstated and how this can be done sensitively. In cases where there has been insufficient evidence to uphold police action a decision may be a difficult one. The considered welfare of the children should always remain paramount.

Referral to the Discloser and Barring Service (DBS)

The NIJJA or club have a legal duty to refer someone to the DBS

(<https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>) if we followed our disciplinary procedures and:

- sacked or removed the person from their role because they harmed a child or vulnerable adult;
- sacked them or removed them from working in regulated activity (<https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>) because they might have harmed a child or adult otherwise; or
- where planning to sack or remove them for either of these reasons, but the person resigned first.

An employer or voluntary club/organisation is breaking the law if they don't refer someone to the DBS in any of the above circumstances.



Support to deal with the aftermath of abuse:

- Consideration should be given to the kind of support that maybe needed for children, parents, coaches and volunteers. The use of help lines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory may be a useful resource and is available from The British Association for Counselling, 1 Regent place, Rugby CV21 2PJ.
- Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

Allegations of previous abuse:

Allegations may be made some time after the event (e.g. an adult who was abused as a child by a coach or volunteer who is still working with children).

Where such an allegation is made, the club should follow the procedures outlined above and report the matter to social services or the police. This is because other children inside or outside the activity may be at risk from this person. Anyone who has a previous criminal conviction for offences relating to child abuse should be excluded from working with children within NIJJA.

Bullying:

The Northern Ireland Anti-Bullying Forum (www.endbullying.org.uk) defines bullying as the repeated use of power, by one or more persons, intentionally to harm, hurt or adversely affect the rights or needs of another or others.

It can take many forms, but the three main types are:

- physical (e.g. hitting, kicking, theft);
- verbal (e.g. racist or sectarian remarks, threats, name-calling); and
- emotional (e.g. isolating an individual from the activities and social acceptance of his peer group).

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm or death through suicide).

The NIJJA and our member clubs will take steps to prevent bullying behaviour wherever possible, and to respond to incidents when they occur. A preventative approach to bullying means that we will safeguard the welfare of our members. It also means that the NIJJA is playing its part to create an environment and society in which people treat each other with respect.

All signs of bullying should be taken seriously, and children should be encouraged to speak out and share their concerns. Minor incidents should be dealt with at the time by coaches or volunteers.

For NIJJA anti-bullying procedures please see -----your own organisations policy

**You can also visit information on challenging bullying on the CPSU web site
<https://thecpsu.org.uk/Search?term=anti+bullying>**

For more help and advice for young people visit: Childline www.childline.org.uk



GUIDELINES FOR THE USE OF PHOTOGRAPHY/FILMING

When dealing with matters around photography in NIJJA, we must remember to keep our response proportionate to any risks, by understanding them. Parents often want to be able to celebrate the achievements of their children when taking part in sporting activities by taking photographs or videos. The NIJJA may also want to promote our activities to encourage increased participation. We do not advocate the banning of photography and the use of images and videos of children, but recommend that appropriate and proportionate safeguards should be in place to ensure a safe sporting environment for children and young people. The NIJJA is keen to promote positive images of young people participating safely and enjoyably in Martial Arts activities. However clubs should be vigilant and any concerns should be reported to the club coach or club welfare officer.

The following principles should be followed:

- The interest of the child should be paramount
- Parents/Carers and children have the right to decide whether children's images are to be taken and how they are used
- Parents/Carers must provide written consent for children's images to be taken and used
- Images should promote fairness, fun and enjoyment
- Images should only be taken by authorised persons
- Images used on websites and in publications should ensure no details facilitate contact with a child
- Care should be taken to store images to avoid inappropriate use

PROFESSIONAL PHOTOGRAPHY

- Professional photographers should be given a clear brief
- Parents and students should be informed a photographer will be present and their consent obtained
- Photographers must not be given unsupervised access to children
- No club approval will be given for photographs taken outside the club venue/event or at the students home

ALL OTHER SPECTATORS (amateur photographers, parents etc,) wishing to film or take photographs, should register their intent (with the club coach, child welfare officer or event organiser) and ensure permission from all relevant parties has been obtained. No one should be given unsupervised access to children.

Any concerns regarding inappropriate or intrusive photography should be reported to the club coach, child welfare officer or event organiser.

VIDEOING AS A COACHING AID

There is no intention to restrict coaches from using video equipment as a legitimate coaching aid. However, children, young people and their parents must be made aware that this is part of the coaching programme. Care should be taken with the storage of video material.



RECRUITMENT AND TRAINING OF COACHES AND VOLUNTEERS

The NIJJA recognises that anyone may have the potential to abuse or harm children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

Coaches and other club volunteers should have roles and responsibilities clearly defined.

- All should complete an application form which includes self-disclosure about any criminal record.
- Enhanced disclosures with a barred list check from Access NI will also be required for all those in regulated activity with children and young people within the clubs.
- Names and addresses should be sought from two people (not relatives) as references. One should be from any previous club attended (where applicable) and at least one must be able to comment upon suitability to work with children and young people.

All coaches and volunteers should confirm that they have seen and read the relevant code of ethics, good practice guidelines and the child protection policy and guidelines and agree to abide by them.

The NIJJA will assess the training needs of its coaches and volunteers.

- Attendance at recognised Safeguarding training will be deemed essential for coaches who run NIJJA clubs with members under 18 years of age.
- Non-coaching volunteers should complete recognised awareness training on child protection.
- Coaches and or designated volunteers in NIJJA clubs should gain nationally recognised First Aid Training.
- Information should be available outlining good practice and advice on what to do if concerns are raised about the behaviour of an adult towards a child or young person.
- Training updates should be undertaken when necessary.

COMPLAINTS AND APPEALS PROCEDURES:

NIJJA will ensure that procedures are in place to deal with complaints and/or appeals against any decisions made. Parents, children, coaches and volunteers should be made aware of and have access to the procedures.

CONTACT INFORMATION

National Governing Body:

NORTHERN IRELAND JU-JITSU ASSOCIATION

The dojo, 1C Woodside Industrial Estate, Woodside Road Ballymena BT42 4QJ

Tel: 02825638511 Email: nijja@jujitsuireland.com

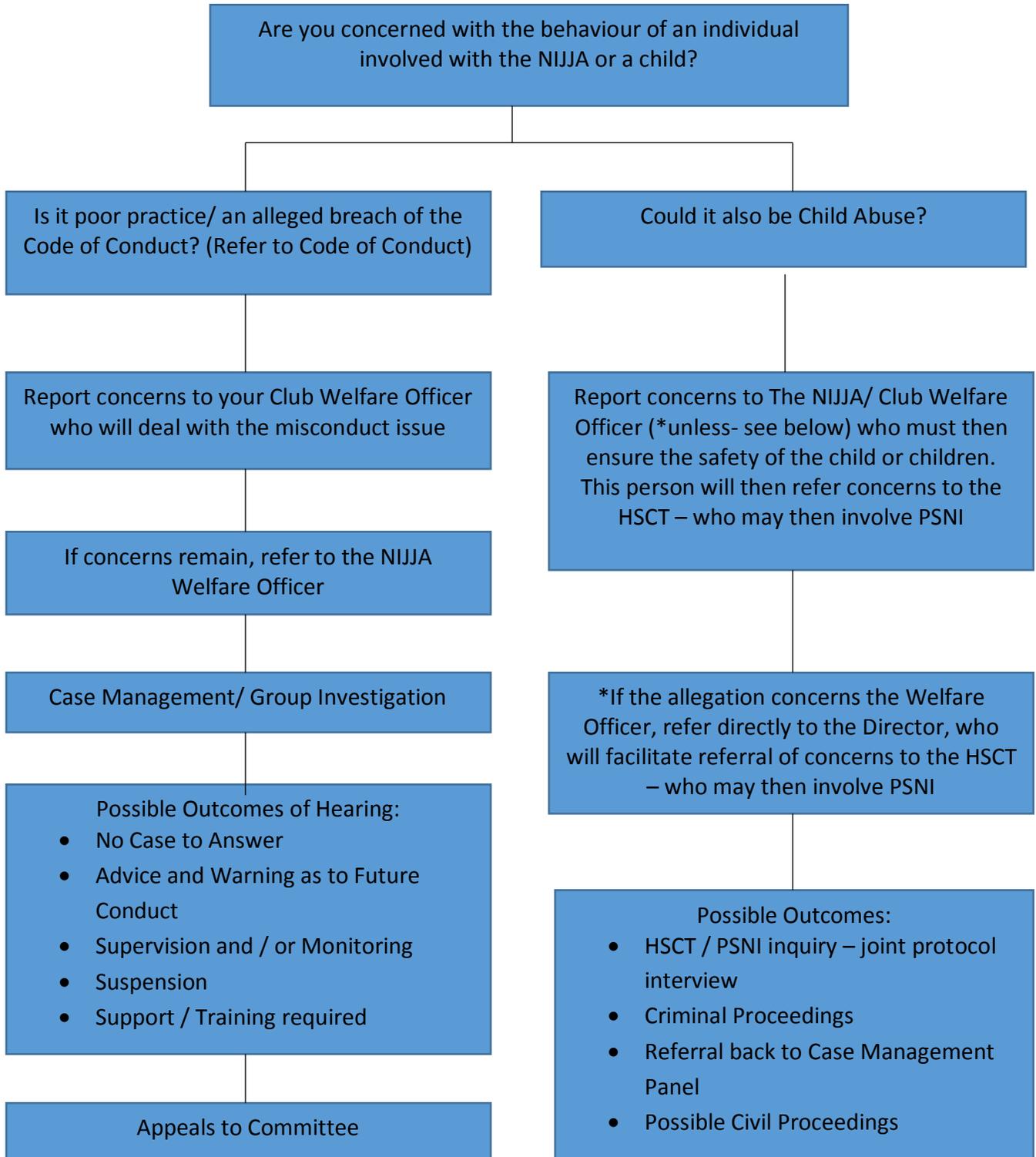
Designated Safeguarding Officer: Davidtoney@jujitsuireland.com

<https://www.facebook.com/NIJJAGovBody>



Reporting Concerns:

DEALING WITH SUSPECTED POOR PRACTICE AND/ OR POSSIBLE ABUSE WITH N.I.J.J.A.



At any stage during the process in the left hand column, the issue can be referred externally either formally or informally for advice by contacting the HSCT directly or the NSPCC advice line (0808 800 5000 help@nspcc.org.uk) Young people can be directed to ChildLine (0800 11 11 www.childline.org.uk) for support. Following the external outcome, the matter may be referred back to the NIJJA Case Management Panel for consideration.



NIJJA

INCIDENT RECORD FORM : SAFEGUARDING/CHILD PROTECTION	
<i>Name of Club</i>	
Record completed by:	
Position:	Date:
Child/Young Persons Name:	
Child/Young persons Address:	
Child/Young Persons Date of Birth:	
Parents/Carer's Names and Address:	

Date and time of any incident:	Date:	Time:
Your Observations:		
<p>Detail <u>exactly</u> what the child/young person said and what you said :</p> <p>(Remember do not lead the child/young person – record actual details. Continue on a separate sheet if necessary)</p>		
Action taken so far:		
NIJJF Welfare Officer informed? <input type="checkbox"/> Yes <input type="checkbox"/> No		



External Agencies contacted	
Police <input type="checkbox"/> Yes <input type="checkbox"/> No Station contacted: Name: Contact no:	Details of advice received:
Social Services/Gateway <input type="checkbox"/> Yes <input type="checkbox"/> No Office contacted: Name: Contact number:	Details of advice received:
Sport Governing Body <input type="checkbox"/> Yes <input type="checkbox"/> No Name: Contact number:	Details of advice received:
Local Council/ school (if appropriate) <input type="checkbox"/> Yes <input type="checkbox"/> No Org name: Name: Contact number:	Details of advice received:
Other (e.g. NSPCC) <input type="checkbox"/> Yes <input type="checkbox"/> No Name: Contact number:	Details of advice received:

Signed _____

Remember to maintain confidentiality on a need to know basis – only if it will protect the child/young person. Do not discuss this incident with anyone other than those who need to know.

N.B. A copy of this form should be sent to social services after the telephone report and to the NIJA Welfare Officer for monitoring purposes.

