



# Child Safeguarding Procedures

Fighting Falcons School of Martial Arts | Andover, Tidworth and Amesbury

Owner: Head Coach and Club Safeguarding and Welfare Officer | Effective: 27 September 2026 | Next review: September 2027

These procedures tell coaches, assistants, volunteers, members and families how we protect children, raise concerns and respond to disclosures. They apply to everyone under 18 in club activities, including online contact, travel and events. Act on a concern immediately; nobody needs proof of abuse before reporting it.

## Immediate action and contacts

1. If a child is in immediate danger, needs urgent medical help or a crime is happening, call 999. Make the child safe and preserve any evidence.
2. Tell the Club Safeguarding and Welfare Officer as soon as possible. If that person is implicated, unavailable, or you are dissatisfied with the response, contact Kickboxing GB safeguarding or children's social care directly. Never delay an urgent referral while waiting for a club officer.
3. Write a factual record promptly: date, time, place, people present, the child's own words, observed signs and exactly what you did. Send it securely to the safeguarding lead; do not investigate or circulate it.

Club Safeguarding and Welfare Officer: Susan Mitchell | [su@gtmitchell.co.uk](mailto:su@gtmitchell.co.uk) | 07917 177613

Head Coach: Gordon Mitchell | [gordon@fighting-falcons.co.uk](mailto:gordon@fighting-falcons.co.uk) | 07799 006453

Kickboxing GB Lead Safeguarding Officer: [safeguarding@kickboxinggb.com](mailto:safeguarding@kickboxinggb.com) | 07768 726869

Hampshire Children's Services: 0300 555 1384 (office hours); 0300 555 1373 (out of hours); professional urgent enquiries 01329 225379. Police non-emergency 101. NSPCC 0808 800 5000. Childline 0800 1111.

## 1 Roles and scope

Every adult must maintain safe boundaries, challenge harmful behaviour and report concerns. The club safeguarding officer coordinates child protection referrals, records decisions and liaises with Kickboxing GB and statutory agencies. The Head Coach ensures safer recruitment, induction, supervision, training and appropriate risk controls. A complaint process never replaces a child protection referral.

This procedure sits alongside the club's child protection statement, safe practice, codes of conduct, complaints, photography, social media and travel policies, and the relevant Kickboxing GB safeguarding policies. Where the club works in another local authority area, use that area's children's services and LADO.

## 2 Recognising harm

Abuse may be physical, emotional or sexual, or involve neglect. It may occur in person or online, inside or outside sport, and may involve an adult or another child. Be alert to bullying, coercion, grooming, exploitation, discrimination, inappropriate training demands, unexplained injury, fear of a particular person, distress, withdrawal or changes in behaviour. A sign alone does not prove abuse; a lack of visible signs does not rule it out.

Children with disabilities or communication needs, and children facing discrimination or isolation, may face additional barriers to being heard. Listen to the individual child and provide accessible ways to report. Treat

harmful sexual behaviour or violence between children seriously; protect everyone involved and seek safeguarding advice.

### 3 If a child tells you something

- Stay calm, listen, take them seriously and let them speak in their own words. Thank them for telling you.
- Do not promise secrecy, suggest answers, interview them repeatedly, confront the alleged person or ask the child to demonstrate what happened. Ask only what is needed to understand immediate safety.
- Explain simply that you must share the concern with people who can help. Do not inform a parent or carer if doing so might put the child at risk; agree that decision with children's services or police.
- Record their words and your actions as soon as possible. Preserve messages, photographs or other evidence without forwarding images of abuse; seek police advice on handling such material.

### 4 Reporting and decision making

The safeguarding officer assesses immediate safety and refers suspected abuse or significant risk to local children's social care and/or police without delay. Hampshire professionals should use the Inter-Agency Referral Form where appropriate; urgent concerns should also be phoned through. Record referral time, recipient, advice, actions, follow-up and reasons for decisions. If a referral is declined but concerns persist, escalate again. Share only necessary information securely under the UK GDPR and Data Protection Act 2018; lack of consent is not a reason to delay appropriate safeguarding information sharing.

For an allegation about a coach, staff member, volunteer or other adult working with children, protect the child and consult the Local Authority Designated Officer (LADO) within one working day where the person may have harmed a child, committed a related offence, posed a risk of harm or may be unsuitable to work with children. In Hampshire use the LADO enquiry or notification route at [hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/allegations](https://hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/allegations). Inform Kickboxing GB. Seek LADO/police advice before internal questioning or disciplinary investigation. Any removal from regulated activity because of harm or risk of harm triggers consideration of the legal DBS referral duty, including where the person resigns before removal. Suspension is a neutral protective option based on risk, not an automatic finding.

Lower level conduct concerns that do not meet the allegation threshold must still be recorded, reviewed for patterns and addressed through supervision or conduct processes. Consult LADO if the threshold is uncertain. Where the concern is about the club safeguarding officer or management, report directly to Kickboxing GB, LADO, children's social care or police.

### 5 Safer recruitment and training

Before appointing adults to roles with children, define the role, interview, obtain and check references, verify identity and qualifications, assess safeguarding suitability and obtain the DBS check at the level legally permitted and appropriate to the duties. Check barred list information only for eligible regulated activity. Record decisions and renewal arrangements securely; a DBS certificate alone does not establish suitability. Induct and supervise all staff and volunteers, including occasional helpers, and refresh safeguarding training regularly.

Since 1 September 2026, supervision no longer removes an otherwise qualifying volunteer role from regulated activity with children. Review paid and volunteer duties, including across organisations: relevant teaching, training, instructing, care or supervision may qualify when carried out on more than three days in any 30-day period or overnight, subject to the full statutory criteria. Obtain an enhanced DBS check with children's barred list information for eligible regulated activity and never knowingly allow a barred person to undertake it. Use current DBS sport guidance for each role; occasional help does not automatically qualify.

## 6 Safe coaching and professional boundaries

- Plan age-appropriate activities, equipment, supervision, contact levels and medical response under the club safe practice policy. Never use humiliation, punishment exercise, coercion or unnecessary physical contact. Explain any required technical correction and seek the child's agreement.
- Avoid being alone with a child out of sight. One-to-one coaching needs prior parent/carer agreement, a risk assessment, a suitable visible venue and another adult aware of arrangements. Never take a child home or transport them alone except an unavoidable emergency, documented and reported promptly.
- Keep changing, toilets and personal care private and safe. Do not film or photograph in changing or toilet areas. Personal care must be planned with parent/carer input, respect dignity and use suitable trained adults.
- Use approved club channels for coaching and event messages. Communicate with parents/carers or include them in communications with under-18s; do not conduct private one-to-one chats, disappearing-message exchanges or personal social media contact with children. Necessary urgent direct contact must be brief, recorded and shared with a parent/carer and safeguarding officer promptly.
- Photograph or film only for an approved purpose under the club photography policy, with the required consent and any restrictions checked. Do not send photos privately to a child; distribute through approved channels or their parent/carer. Report boundary concerns even if no harm is alleged.
- Follow the club travel policy, obtain parental permissions and emergency details, agree supervision and accommodation arrangements, and report any missing child or urgent welfare concern immediately.

## 7 Records, support and review

The safeguarding officer keeps restricted, accurate records of concerns, referrals, advice and outcomes. Access is limited to those who need it; retain and dispose of records according to the club retention schedule and legal advice where an investigation is ongoing. Offer appropriate support to the child and reporting adult without compromising any investigation. Inform families where safe and appropriate, in consultation with statutory agencies. Review this document annually and after a significant incident or material legal change.

## Sources and related guidance

Department for Education, Working together to safeguard children 2026:  
[gov.uk/government/publications/working-together-to-safeguard-children--2](https://gov.uk/government/publications/working-together-to-safeguard-children--2)

Disclosure and Barring Service, DBS checks in sport and September 2026 removal of the supervision exemption: [gov.uk/government/publications/dbs-guidance-leaflets/dbs-checks-in-sport-working-with-children](https://gov.uk/government/publications/dbs-guidance-leaflets/dbs-checks-in-sport-working-with-children)

Hampshire County Council, report child abuse and allegations against people in the children's workforce:  
[hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren](https://hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren)

Department for Education, information sharing advice for safeguarding practitioners:  
[gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice](https://gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice)

Kickboxing GB safeguarding policies and contact: [kickboxinggb.com/safeguarding/](https://kickboxinggb.com/safeguarding/)