

# Easy After-school Jiu-Jitsu

## Reporting Concerns Procedure

Version 1.0 | Adopted May 2026 | Owners: David Lindsay (DSL) and James Wood (Deputy DSL)

### 1. Purpose

This procedure tells every coach, volunteer and partner of Easy After-school Jiu-Jitsu what to do when a safeguarding concern arises. It is read alongside our Safeguarding Policy that describes our duty of care and the principles - this procedure tells you the steps to take when something happens.

It applies to every kind of concern: a disclosure from a child, an injury that doesn't look right, behaviour by another adult that worries you, a complaint from a parent, or anything else that gives you cause to be concerned about a child's welfare.

### 2. Quick-reference contacts

Keep this page accessible during every session (a print out should have been given to you when you started with EAS JJ, if it wasn't please contact us on [info@easjj.co.uk](mailto:info@easjj.co.uk) or download it from the policies section of our website).

Who	Phone	When
<b>Emergency services (999)</b>	<b>999</b>	Immediate danger or medical emergency
<b>David Lindsay — DSL</b>	<b>07834 563020   david@easjj.co.uk</b>	All concerns, first point of contact
<b>James Wood — Deputy DSL</b>	<b>07450 147183   james@easjj.co.uk</b>	All concerns when DSL unreachable, OR concerns about David Lindsay
<b>Host school DSL</b>	See school contact card in your session folder	Default route for any concern about a child during our session
<b>NSPCC helpline</b>	0808 800 5000   help@nspcc.org.uk	Advice on a concern, especially when school and DSL unreachable
<b>Devon County Council LADO</b>	01392 384964   ladosecure-mailbox@devon.gov.uk	5 Exeter schools — concerns about staff working with children
<b>Torbay Council LADO</b>	01803 208541   cpunit@torbay.gov.uk	Galmpton + Ilsham primaries — concerns about staff working with

Who	Phone	When
		children
<b>UKBJJA Safeguarding Lead</b>	Greg Creel (as at May 2026) — safeguarding@ukbjja.org	Concerns about EAS JJ workforce

### 3. Before you do anything else — is the child in immediate danger?

**If a child is in immediate danger or needs urgent medical attention, the priority is to keep them safe — everything else, including informing the DSL, follows after.**

- Dial 999 first. State that this is a safeguarding concern and tell the call handler whether police, ambulance or both are needed.
- If the child is on the mat and injured, stop the session, clear the area around them, and apply first aid. Do not move them if a head, neck or spinal injury is suspected.
- Stay with the child until paramedics or the parent arrive. Where possible, ask another adult — preferably a member of school staff — to be present too.
- After the immediate response, contact the DSL the same day and complete the Safeguarding Incident Report Form.

### 4. Reporting procedure — by scenario

Most safeguarding concerns at Easy After-school Jiu-Jitsu fall into one of four scenarios. The standard four steps below appear in all of them; the difference is who else is involved at step 3 and beyond.

#### Scenario A — A concern about a child arising during one of our sessions

This is the most common scenario. Examples: a disclosure of bullying or harm at home; an unexplained injury or mark you notice during warm-up; a child becoming unusually withdrawn or distressed; a sudden change in behaviour.

<b>1</b>	Stay calm. Listen. Listen to what the child or other person is telling you. Do not interrupt with leading questions. Do not promise confidentiality. Tell the child you may need to share what they have told you in order to keep them safe.
<b>2</b>	Make the child immediately safe. If the child needs medical attention, dial 999. If a banned or dangerous technique caused an injury during sparring, stop the session, separate the children, document and follow first-aid protocol.
<b>3</b>	Tell the EAS JJ DSL the same day. Contact David Lindsay (07834 563020 / david@easjj.co.uk). If unavailable, contact James Wood (07450 147183 / james@easjj.co.uk).
<b>4</b>	Record on the Safeguarding Incident Report Form. Record exactly what was said, seen or heard, in the child's words where possible. Distinguish fact, observation, allegation and opinion. Sign and date. Email to the DSL the same day. Keep no personal copy.
<b>5</b>	EAS JJ DSL hands the concern to the host school's DSL as soon as possible. The school takes ownership of any statutory escalation to children's social care, the police or

	the LADO, in line with their school safeguarding policy. EAS JJ retains a confidential copy of the Concern Form and any subsequent correspondence.
<b>6</b>	EAS JJ DSL keeps the originating coach informed. You will be told the outcome at a level appropriate to your need to know, including any change in practice that follows.

## Scenario B — A concern about an EAS JJ coach or volunteer

Examples: a coach injuring a child during demonstration or gameplay; a coach being inappropriately alone with a child; an allegation of inappropriate communication outside session times; behaviour breaching the Code of Conduct for Coaches.

<b>1</b>	Stay calm. Listen. Listen to what the child or other person is telling you. Do not interrupt with leading questions. Do not promise confidentiality. Tell the child you may need to share what they have told you in order to keep them safe.
<b>2</b>	Tell the EAS JJ DSL — or the Deputy DSL (James Wood) if the concern is about David Lindsay. If the concern is about any other coach, contact David Lindsay. If the concern is about David Lindsay and James Wood, escalate directly to the LADO and the UKBJJA Safeguarding Lead.
<b>3</b>	Record on the Safeguarding Incident Report Form. Record exactly what was said, seen or heard, in the child's words where possible. Distinguish fact, observation, allegation and opinion. Sign and date. Hand to the DSL the same day. Keep no personal copy. If the concern has been escalated above to LADO or UKBJJA, contact them and follow their procedures.
<b>4</b>	EAS JJ DSL escalates to the LADO and the UKBJJA Safeguarding Lead. The relevant LADO is contacted, and the UKBJJA Safeguarding Lead is informed in parallel. The host school is notified after the LADO referral has been made.
<b>5</b>	Subject of the concern is suspended from any contact with children pending investigation. Without prejudice. The partnership decides on suspension that day; the LADO is asked to confirm or vary that arrangement when they take the case on.

## Scenario C — A concern about a member of school staff

Examples: something a child tells you about a teacher or teaching assistant; behaviour you observe between school staff and a child during the period you are on the school premises.

<b>1</b>	Stay calm. Listen. Listen to what the child or other person is telling you. Do not interrupt with leading questions. Do not promise confidentiality. Tell the child you may need to share what they have told you in order to keep them safe.
<b>2</b>	Tell the EAS JJ DSL the same day. Contact David Lindsay (07834 563020 / david@easjj.co.uk). If unavailable, contact James Wood (07450 147183 / james@easjj.co.uk). Do not wait for "the right moment" — contact them within hours of the session.
<b>3</b>	Record on the Safeguarding Incident Report Form. Record exactly what was said, seen or heard, in the child's words where possible. Distinguish fact, observation, allegation and opinion. Sign and date. Hand to the DSL the same day. Keep no personal copy.
<b>4</b>	EAS JJ DSL hands the concern to the host school's DSL as soon as possible. The school takes ownership of any statutory escalation to children's social care, the police or the LADO, in line with their school safeguarding policy. EAS JJ retains a confidential copy of

	the Concern Form and any subsequent correspondence.
<b>5</b>	EAS JJ DSL keeps the originating coach informed. You will be told the outcome at a level appropriate to your need to know, including any change in practice that follows.

## Scenario D — A concern about a parent, carer or another adult

Examples: a child describes something done by a parent or another adult outside school hours; a parent's collection behaviour appears to be aggressive or under the influence; a parent attempts to remove a child against the agreed authorisation.

<b>1</b>	Stay calm. Listen. Listen to what the child or other person is telling you. Do not interrupt with leading questions. Do not promise confidentiality. Tell the child you may need to share what they have told you in order to keep them safe.
<b>2</b>	Make the child immediately safe. If the child needs medical attention, dial 999. Only let the child leave with adult known to care for the child by the coach or a member of the school staff
<b>3</b>	Tell the EAS JJ DSL the same day. Contact David Lindsay (07834 563020 / david@easjj.co.uk). If unavailable, contact James Wood (07450 147183 / james@easjj.co.uk). Do not wait for "the right moment" — contact them within hours of the session.
<b>4</b>	Record on the Safeguarding Incident Report Form. Record exactly what was said, seen or heard, in the child's words where possible. Distinguish fact, observation, allegation and opinion. Sign and date. Hand to the DSL the same day. Keep no personal copy.
<b>5</b>	EAS JJ DSL hands the concern to the host school's DSL the same day. As with Scenario A. The school will likely already hold relevant context about the family and is best placed to decide on referral. The exception is where the concern relates to imminent harm — in which case 999 takes priority and the LADO is informed in parallel.

## 5. What to record

Every concern, regardless of how minor it may seem, is recorded on the Safeguarding Incident Report Form on the same day. Use the child's words where possible. Distinguish fact, observation, allegation and opinion. Be specific about dates, times, locations and people present.

Do not investigate. Do not interview the child or anyone else. Do not approach the subject of the concern. Do not promise confidentiality. Do not delete texts, photos or any other potentially relevant material.

## 6. When the school route does not work

Although our default is to pass concerns to the host school's DSL, the EAS JJ DSL retains independent judgement and will escalate directly to statutory services, the LADO or the UKBJJA when:

- A concern about a member of school staff is repeated, dismissed by the school DSL, or about the safeguarding lead (Scenario C).
- The concern is about a member of EAS JJ workforce (Scenario B).
- The school requests that we make the LADO referral.

- The school's DSL is unreachable and the concern cannot wait, or the school's response is in our judgement inadequate to keep the child safe.
- A child is in immediate danger — 999 is called first.

## 7. Whistleblowing

Any coach, volunteer or partner who has concerns about how EAS JJ itself is handling a safeguarding case can raise this with the other partner, with the UKBJJA, or with the NSPCC whistleblowing advice line on 0808 028 0285. No-one will be penalised for raising a concern in good faith.

## 8. Review

This procedure is reviewed annually and immediately on any change to UKBJJA, CPSU or local authority guidance. Next review due: May 2027.

## 9. Approval

Signed on behalf of Easy After-school Jiu-Jitsu:



David Lindsay, Partner / Designated Safeguarding Lead    Date: 23/05/2026



James Wood, Partner / Deputy Designated Safeguarding Lead    Date: 08/06/2026