



Hombu Dojo Karate International Great Britain

Child Report Form

Section 1 – Details of child (you have concerns about)	
Name of child	
Address	
Date of Birth/ Age	
Contact number	
Emergency contact if known	
Consent to share information with emergency contact?	
Section 2 – Details of the person completing this form/ Your details	
Name	
Contact phone number(s)	
Email address	
Name of organisation / club	
Your Role in organisation	
Section 3 – Details of concern	
Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the child is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.)	
Date/ Time	What happened



Section 5 – Details of the person thought to be causing harm (if known)	
Name	
Address	
Date of Birth/Age	
Relationship/connection to adult	
Role in organisation	
Do they have contact with other children at risk in another capacity? E.g. in their work/family/as a volunteer	
Section 6 - Have you discussed your concerns with the child/parent/guardian? What are their views, What have they stated about what they want to happen and what outcomes they want?	
Section 6A – Reasons for not discussing with the child/parent/guardian	
Discussion would put the child or others at risk. Please explain:	
Child appears to lack mental capacity. Please explain:	
Child unable to communicate their views. Please explain:	
Section 7 – Risk to others	



Are any other children at risk Yes/No/Not known – delete as appropriate

If yes, please fill in another form answering questions 1-6

Section 8 – What action have you taken if any /agreed with the adult to reduce the risks?

Actions by club: e.g. person causing harm suspended, session times changed.

Section 9: Other agencies contacted

Who contacted/reference number/contact details/advice gained/action being taken

Police

Ambulance

Other – please state who and why:

Section 10: Contact with Welfare Officer/others within the club

Who else has been informed of this issue? – and what was the reason for information sharing

Consultation with Senior Safeguarding Officer

Dates and times

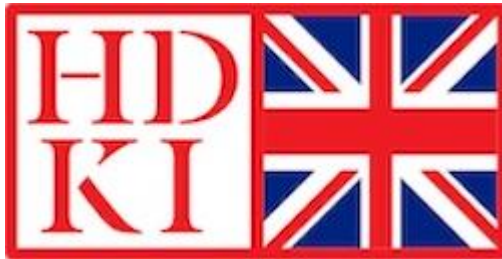
Completed Form copied to Senior Safeguarding Officer; Date and time

Signed:

Date:

OFFICE USE ONLY

Section 11 – Sharing the concerns (To be completed by Senior Safeguarding Officer)



Details of your contact with the child/parent/guardian at risk of harm. Have they consented to information being shared outside of HDKI GB?

Details of contact with the Local Authority Safeguarding Team/MASH where the child at risk of harm lives – advice can be still sought without giving personal details if you do not have consent for a referral.

Details of any other agencies contacted:

Details of the outcome of this concern: