



## 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  |               |
| <p>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.)</p> |               |
| Date/ Time  | What happened |
|   |               |
|   |               |



|   |  |
|---|--|
|   |  |
|   |  |
|   |  |
| <b>Section 5 – Details of the person thought to be causing harm (if known)</b>  |  |
| 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  |  |
| <b>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?</b> |  |
|   |  |
| <b>Section 6A – Reasons for not discussing with the child/parent/guardian</b>   |  |
| 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:  |  |
| <b>Section 7 – Risk to others</b>   |  |



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: