



GREAT BRITAIN TANG SOO DO

TRADITIONALISM, PROFESSIONALISM AND BROTHERHOOD.



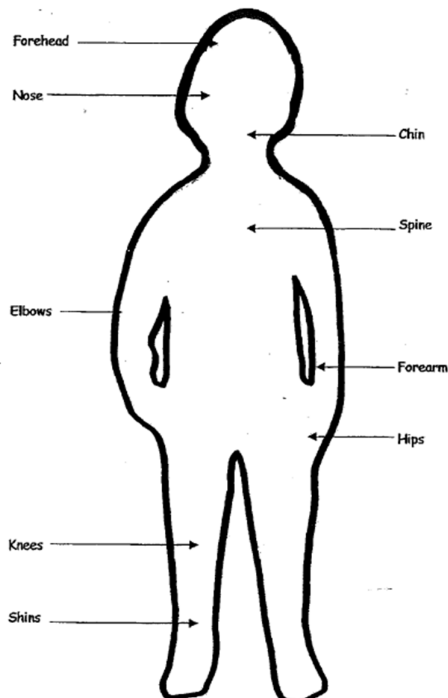
What to do in the event of an incident or concern

- It is the Instructor's responsibility, to take action to protect a student, through following the prescribed procedures. Non-action is not an option in the protection of students, and they do have a duty to act.
- It is not the responsibility of an Instructor to decide whether a student is being or has been abused.
- It is their responsibility to ensure that only those who need to be informed are told and that confidentiality is respected at all times.
- It is important to keep accurate and detailed notes on any concerns you may have about a child. You should share this record with the LDSO and if appropriate, after discussion with the LDSO, share with the parent or guardian responsible for the care of the child.
- Ensure that you complete the Safeguarding Incident Form.
- Instructors should keep a copy of the Safeguarding Incident Form available at all times.

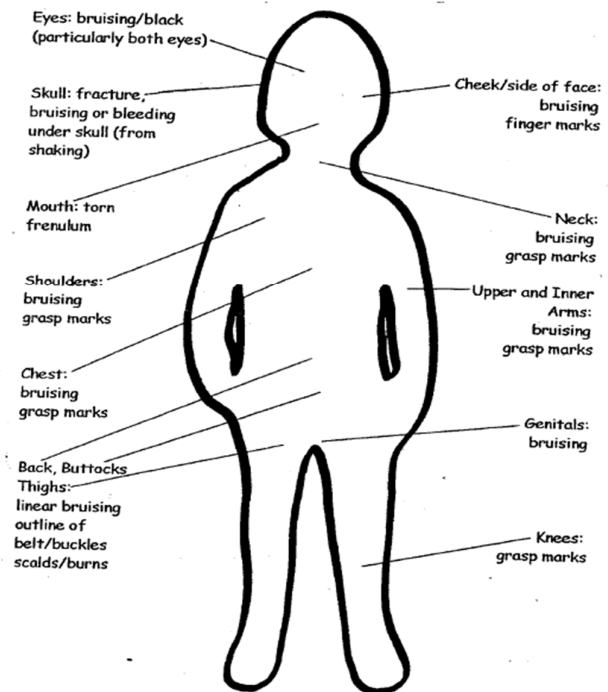
Include:

- the child's details (name, address, age, parent carers, contact numbers)
- the date and time of the incident
- what was happening before the incident took place
- what the child said or did that gave you cause for concern (write down their exact words if possible)
- whether the behaviour appeared spontaneous or premeditated

COMMON SITES FOR ACCIDENTAL INJURY



COMMON SITES FOR NON-ACCIDENTAL INJURY



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In the event that you have an incident or a suspicion of abuse to report, follow the process below.

- 1) If abuse has been disclosed by an individual.
 - a) Respond appropriately to the individual.
 - b) If the person is at risk of significant harm when they leave you.
 - c) **Yes** –
 - i) Contact the Police. Record the number of the Police Officer who deals with your enquiry and record the date and time of the call.
 - ii) Complete a Safeguarding Incident Recording form.
 - iii) Discuss the matter with the LDSO.
 - iv) Is further action required
 - (1) **Yes** –
 - (a) LDSO to refer to Social Services, Police, LADO, Children’s Social Care as applicable.
 - (b) LDSO to file the incident report.
 - (c) LDSO to feedback information to the referrer.
 - (d) End of Reporting process
 - (2) **No** –
 - (a) LDSO to file the incident report.
 - (b) LDSO to feedback information to the referrer.
 - (c) End of Reporting process
 - d) **No** –
 - i) Complete a Safeguarding Incident Recording form.
 - ii) Discuss the matter with the DSO.
 - iii) Is further action required
 - (1) **Yes** –
 - (a) LDSO to refer to Social Services, Police, LADO, Children’s Social care as applicable.
 - (b) LDSO to file the incident report.
 - (c) LDSO to feedback information to the referrer.
 - (d) End of Reporting process.
 - (2) **No** –
 - (a) LDSO to file the incident report.
 - (b) LDSO to feedback information to the referrer.
 - (c) End of Reporting process.
 - e) End of decision Chart.





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In the event that you suspect poor practice follow the process below.

2) Do you suspect poor practice.

a) Yes –

i) Complete a Safeguarding Incident Recording form.

ii) Discuss the matter with the LDSO.

iii) Is further action required

(1) Yes –

(a) DSO to refer to Social Services, Police, LADO, Children's Social care as applicable.

(b) DSO to file the incident report.

(c) DSO to feedback information to the referrer.

(d) End of Reporting process.

(2) No –

(a) DSO to file the incident report.

(b) DSO to feedback information to the referrer.

(c) End of Reporting process.

b) No –

i) Complete a Safeguarding Incident Recording form.

ii) Discuss the matter with the DSO.

iii) Is further action required

(1) Yes –

(a) DSO to refer to Social Services, Police, LADO, Children's Social care as applicable.

(b) DSO to file the incident report.

(c) DSO to feedback information to the referrer.

(d) End of Reporting process

(2) No –

(a) DSO to file the incident report.

(b) DSO to feedback information to the referrer.

(c) End of Reporting process.

c) End of decision Chart.





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If you are accused of poor practice, follow the process below.

- 3) You are accused of poor practice.
- a) Complete a Safeguarding Incident Recording Form.
 - i) Send a copy to the Association LDSO.
 - b) Inform your Area Instructor.
 - i) Send a copy to your Area Instructor.
 - c) Area Instructor to Investigate and feedback to LDSO.
 - d) LDSO to decide on follow up actions.
 - e) End of Reporting process.

Area Instructor actions when an Instructor in your area is accused of poor practice.

- 4) An Instructor in your area has been accused of poor practice.
- a) Carry out a thorough investigation.
 - i) If abuse has been disclosed by an individual.
 - (1) Respond appropriately to the individual.
 - (2) If the person is at risk of significant harm.
 - (3) **Yes –**
 - (a) Complete a Safeguarding Incident Recording form.
 - (b) Discuss the matter with the LDSO.
 - (c) Is further action required
 - (i) **Yes –**
 - 1. LDSO to refer to Social Services, Police, LADO, Children’s Social care as applicable.
 - 2. LDSO to file the incident report.
 - 3. LDSO to feedback information to the referrer.
 - 4. End of Reporting process.
 - (ii) **No –**
 - 1. DSO to file the incident report.
 - 2. DSO to feedback information to the referrer.
 - 3. End of Reporting process.
 - (4) **No –**
 - (a) Complete a Safeguarding Incident Recording form.
 - (b) Discuss the matter with the DSO.
 - (c) Is further action required
 - (i) **Yes –**
 - 1. DSO to refer to Social Services, Police, LADO, Children’s Social care as applicable.
 - 2. DSO to file the incident report.
 - 3. DSO to feedback information to the referrer.





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4. End of Reporting process.

(ii) No –

1. DSO to file the incident report.
2. DSO to feedback information to the referrer.
3. Along with Lead DSO review general practice in relation to the Protection of children, young people, and vulnerable adults.
4. LDSO to file report.
5. End of Reporting process

ii) If incident considered poor practice.

(1) Discuss with GB Chief Instructor.

(a) Identify appropriate training.

(b) Provide necessary training and supervision.

(i) Along with Lead DSO review general practice in relation to the Protection of children, young people, and vulnerable adults.

(ii) LDSO to file report.

(iii) End of Reporting process.

b) End of decision Chart.

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