

# BKFA Child Protection and Safeguarding Procedures

Guidance on reading the flow chart below...

- A situation becomes a BKFA child protection or safeguarding case when the BKFA National Child Protection and Safeguarding Officer is informed of the situation, either in person, by phone call, text, email, etc.
- The case is immediately risk-assessed in terms of the level of intervention needed. This is either level 1 (green on the chart), level 2 (amber on the chart), or level 3 (red on the chart).

Examples of Level 1 cases (No intervention needed)... enquiries about instructor certification (DBS, insurance, etc.), enquiries about the BKFA's policies. Information is given and questions answered.

Examples of Level 2 cases (Intervention needed)... instructor or student is accused of behaviour which is constantly upsetting children, such as bullying. Caller is concerned that the venue is unsafe/unsuitable for children. Caller is concerned that the instructor is not following the 'good practice' guidelines.

Examples of Level 3 cases (Immediate action needed)... report that a child has been harmed, or abused. Report that a child is in imminent danger of being harmed, or abused.

- The facts of the case are logged and a record opened. The record is updated as the case progresses, until its conclusion.
- The BKFA board are informed of all level 2 and 3 cases. The board should inform the relevant bodies (e.g. the Disclosure and Barring Service) of the details of these cases.
- In level 2 cases, guidance may be given to instructors, in person, via a phone call, or through a visit to the instructor's club. Level 2 cases may be escalated up to level 3, if the situation changes adversely during the monitoring period. Level 3 cases may result in criminal proceedings.

# BKFA Child Protection and Safeguarding Procedures

