

## Report your concerns

Genesis Martial Arts is committed to providing a safe environment for everyone to participate in our organisation and its activities. These procedures must be followed in any circumstances where an adult is at risk of harm.

The procedure should be implemented with reference to Safeguarding Adults Policy and supporting information.

This procedure details the steps to be taken in responding to any concern that an adult involved in Genesis Martial, or its activities, is at risk of or is experiencing harm.

The procedures have two main sections:

Section 1: Reporting concerns- For everyone

Section 2: What happens next – For Safeguarding Lead and organisational response

The information is presented in flow charts with accompanying text. Please refer to both as the text contains more detail.



## Glossary

For more details please see the additional information sections of Genesis Martial Arts Safeguarding Adults Policy.

Adult	A person over the age 18
Adult at Risk	Definition used in legislation (different in each home nation) for adults who the Local Authority has a responsibility to support to prevent them from experiencing (further) harm caused by abuse and neglect.
Abuse	A violation of a person's physical, emotional or mental integrity by any other person.
Case Management Group	A group created by a sports organisation to ensure the organisation carries out its role/s in individual cases of abuse or neglect AND to maintain an overview of the implementation of the organisation's safeguarding functions
Harm	Damage done to a person's well-being.
Mash	Multi-Agency Safeguarding Hubs are used as a one point of contact/safeguarding referrals in some areas. Where they exist a referral to MASH benefits from the information held by and the expertise of various agencies e.g. Local Authority, Police and Health.
Mental Capacity	The ability to consider relevant information, make and communicate a decision.
Safeguarding Team	A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.
Safeguarding	Work to prevent and to stop abuse and neglect.
Safeguarding Adults Board (SAB) (England and Wales)	A statutory body set up in line with national legislation. Statutory membership includes the Local Authority, Police and NHS. Representatives from the voluntary sector and of 'citizens' e.g. a representative from a disabled people's forum are often also included. Their role is to coordinate safeguarding work across the Local Authority district.
Safeguarding Adult Partnership (Northern Ireland)	
Adult Protection Committee (Scotland)	





Report your concern, possible abuse of someone else, poor practice or wider welfare issues.

Is the person in immediate danger or need immediate medical attention?

No

YES

Call the emergency services on 999 or 112

For any serious medical issues or serious incidents

Is a crime in progress or been committed?

No

YES

Contact the police 999 or 112

Is it safe to speak with the adult? What does the adult want to happen? If you know their views include those throughout the process.

Speak to your Club Welfare Officer or Senior Safeguarding Officer – Kirsty McCourt or Joel Hoyte and report your concerns without delay. If you have concerns that they are implicated or may not act appropriately contact Mathew Jackson Director of Genesis Martial Arts.

Make notes and complete a Safeguarding Adults Concerns Report Form submit to Club Senior Safeguarding Officer/Genesis Director



## Report Concerns About Others

You may be concerned about harm to another person because of something you have seen or heard, information you have been told by others or because someone has confided in you about things that are happening or have happened to them.

You should not keep safeguarding concerns to yourself. If you have concerns and/or you are told about possible or alleged abuse, poor practice or wider welfare issues you must contact Safeguarding Officers as soon as you can.

If the Safeguarding Officers is implicated or you think has a conflict of interest, then report to the Genesis Martial Arts Director.

- 📍 If you are concerned about harm being caused to someone else, please follow the guidance below.
- 📍 It is not your responsibility to prove or decide whether an adult has been harmed or abused. It is however, everyone's responsibility to respond to and report concerns they have.
- 📍 If someone has a need for immediate medical attention call an ambulance on 999 or 112
- 📍 If you are concerned someone is in immediate danger or a serious crime is being committed, contact the police on 999 or 112 straight away. Where you suspect that a crime is being committed, you must involve the police.
- 📍 Remember to support the individual /make safeguarding personal. If it will not put them or you at further risk, discuss your safeguarding concerns with the adult and ask them what they would like to happen next.
- 📍 Inform them that you have to pass on your concerns to your Safeguarding Lead or Welfare Officer. Do not contact the adult before talking to your Safeguarding Lead or Welfare Officer if the person allegedly causing the harm is likely to find.

Remember never confront the person thought to be causing the harm

Responding to a Direct Disclosure If an adult indicates that they are being harmed or abused, or information is received which gives rise to concern, the person receiving the information should:

- 📍 Take it seriously
- 📍 Stay calm
- 📍 Listen carefully to what is said, allowing the adult to continue at their own pace
- 📍 Be sensitive
- 📍 Keep questions to a minimum, only ask questions if you need to identify/ clarify what the person is telling you
- 📍 Reassure the person that they have done the right thing in revealing the information



- 🌀 Ask them what they would like to happen next
- 🌀 Explain what you would like to do next
- 🌀 Explain that you will have to share the information with HDKI GB Senior Safeguarding Officer or Club Welfare Officer
- 🌀 Ask for their consent for the information to be shared outside the organisation
- 🌀 Make an arrangement as to how you/the Safeguarding Lead can contact them safely
- 🌀 Help them to contact other organisations for advice and support (e.g. Police, Domestic Abuse helpline, Victim Support).
- 🌀 Act swiftly to report and carry out any relevant actions
- 🌀 Record in writing what was said using the adult's own words as soon as possible.

It is important not to:

- 🌀 Do not dismiss or ignore the concern
- 🌀 Stay calm and do not judge
- 🌀 Make negative comments about the alleged perpetrator
- 🌀 Do not make assumptions or speculate
- 🌀 Do not come to your own conclusions
- 🌀 Probe for more information than is offered
- 🌀 Do not Promise to keep the information secret make them aware that you will need to seek advice from either professional authorities or the safeguarding team
- 🌀 Do not promises things that cannot be kept
- 🌀 Do not conduct an investigation of the case
- 🌀 Do not confront the person thought to be causing harm
- 🌀 Do not take sole responsibility
- 🌀 Tell everyone Record Keeping
- 🌀 Complete a Safeguarding Adults Report Form and submit to the Genesis martial Arts safeguarding team
- 🌀 Describe the circumstances in which the concern came about and what action you took/ advice you gave
- 🌀 It is important to distinguish between things that are facts, things that have been observed or over-heard and opinions, in order to ensure that information is as accurate as possible
- 🌀 If someone has told you about the harm or abuse, use the words the person themselves used. If someone has written to you (including by email, message) include a copy with the form

Be mindful of the need to be confidential at all times. This information must only be shared with your Safeguarding Lead or Welfare Officer and others that have a need to know – e.g. to keep the person safe whilst waiting for action to be taken.



Section 2: What happens next?

(Safeguarding team and organisational response)

Procedure for Safeguarding Team Steps 1-5 Initial response (as soon as you receive the Safeguarding referral)

**Step 1**

Is someone at immediate risk of harm/danger or in need of immediate Medical attention?

**NO**

**YES**

If harm is occurring within the organisation use relevant procedures e.g.

Emergency Services  
breach of code of conduct to prevent further harm.

**999/112**

**Step 2**

Safeguarding Report Details

If you have been sent a Safeguarding Adults Report Form check that you can understand what is written and that all the necessary parts have been completed If you are being contacted directly request a completed Safeguarding Adults Report Form (staff and volunteers) or fill in the form with the person making the report (public/adult themselves)

**Step 3**

Person Making the Report

Inform reassure and advise the person making the report e.g. what to do/what not to do. Explain what will happen next. Reinforce the need for confidentiality.

**Step 4**

Person at Risk What are the risks?

What are the views of the adult? Are they an adult at risk? Do they need support to make decisions about their safety? Do you need to contact the adult directly? Is it safe for you to do so?



**Step 7**

If a serious crime is suspected the call the Police a Criminal investigation will be carried out

**Step 8**

If you believe there is adult at risk make a safeguarding report to the local Authority, Safeguarding adults process led by Local authority.

**Step 9**

If harm is suspected of being caused with Genesis Martial Arts eg:

By any Instructor or helper or a student report to the safeguarding team or the/Genesis Director

Genesis Martial Arts will take short term steps within their policy to prevent harm: e.g suspend any instructors or helpers or student

**Step 10**

Consult with adult and inform the adult .

The safeguarding will decide on who will stay in contact with adult/s who have been at risk of harm.

**Step 11**

Take advice from and coordinate actions taken by Genesis safeguarding team with those of other agencies. Attend and contribute to Safeguarding Adults strategy meetings

**Step 12**

Hold Case Management meeting to coordinate actions by Genesis Martial safeguarding team

Possible outcome

- ⊗ Caution or a criminal conviction
- ⊗ Unsubstantiated – no further action
- ⊗ Police referral back to the organisation
- ⊗ Referral to a independent board barring board
- ⊗ Adult supported to make safeguarding personal
- ⊗ Other adults at risk indentified
- ⊗ Other agencies meeting to coordinate action
- ⊗ New/ changed care and support plus protection plans for any adult at risk



- 🌀 Adult at risk or not information and advice provided
- 🌀 Education training
- 🌀 Formal warning
- 🌀 Dismissal
- 🌀 Adults supported to gain support from other agencies
- 🌀 Adults continue in sports

Once a concern has been passed to Genesis Safeguarding team, they will coordinate the Genesis Martial Arts Safeguarding Adults Policy. The Safeguarding Team will keep clear records of decision making, actions taken, and the outcomes achieved. They will also collect feedback from the adult. The Lead Safeguarding Officer, where appropriate, in consultation with the Genesis Director, the following actions

### **Immediate Response**

1. Ensure any immediate actions necessary to safeguard anyone at risk have been taken.  
If the risk is said to be due to the behaviour of an instructor or other person involved in the organisation/activities use the relevant procedures (e.g. breach of code of conduct, preventing abuse in positions of trust or code of conduct instructors & helpers) to prevent that person making contact with the adult being harmed.
2. If you have been sent a Safeguarding Adults Report Form check that you can understand what is written and that all the necessary parts have been completed.  
If you are being contacted directly by an instructor or a helper request that they complete a Safeguarding Adults Report Form if they have not already done so (see Appendix 1) as soon as possible
3. If the report is being made by the adult themselves or any other person fill in the safeguarding report form yourself gaining the details with the person contacting you.
4. Inform, reassure, and advise the person making the report e.g. what to do/what not to do. Explain what will happen next. Reinforce the need for confidentiality.
5. Consider what is known about the situation, what the risks are, what is known of the views of the adult, whether they have given their consent to the report being made and whether they might be considered to be an 'adult at risk'  
Find out whether the person making the report believes the adult has the mental capacity to make decisions about what safeguarding actions they want to be taken (they are not expected to assess this, only provide their opinion).



Decide if you need to contact the adult to get more information, determine their wishes, or explain what actions you need to take.

6. Ensure that the adult has been given information about the process and what will happen next. Ensure that they have been provided with information about other organisations that can support them (see Appendix 2).

**ONLY do this if you have a known safe way of contacting them.**

## Taking Action

7. In all situations you should ensure those in your organisation who can act (within their remit) to prevent further harm have the information to do so. This includes supporting the person at risk. Depending on the situation you may need to pass information to and work together with other organisations such as the Police and the Local Authority safeguarding team.
8. Consult and Decide  
If necessary, consult with Senior Safeguarding Officer and with the Local Authority/the Police and decide which of the following actions need to be taken.
9. Contact the police (where the crime took place)  
If:
  - A serious crime has been committed
  - A crime has been committed against someone without the mental capacity to contact the police themselves
  - The adult has asked you to make a report to the Police on their behalf because they are unable to themselves.
10. Make a referral/report to the Local Authority Safeguarding Adults Team or other Multi-Agency Safeguarding team (where the adult lives) if you believe they may be an adult at risk.  
AND
  - ⊗ the adult appears not to have the mental capacity to make decisions about their own safety and well-being
  - ⊗ the risk is from a person employed or volunteering in work with adults with care and support needs (including within a sports organisations)
  - ⊗ there are other 'adults at risk' (e.g. another family member, another club member or other people using a service)
  - ⊗ the adult at risk lives in England or Scotland and they have asked you to make a report or have given their informed consent to you making it



If a child is at risk you must also make a child safeguarding referral to the Local Authority. This includes all situations where there is domestic abuse within the household where the child lives

11. If you are unsure whether or not to make a referral/report you can ask for advice by contacting the Local Authority Safeguarding Adults Team/Multi-agency Safeguarding agencies and discuss the situation with them without disclosing the identity of the adult or the person who may be causing harm.

Decide what policy and procedures the organisation will use to decide which actions will be taken e.g. breach of code of conduct, disciplinary procedures, dismissal. Agree what short term arrangements can be put in place to enable the adult, who may be being harmed, to be able to continue participating in the organisation/their sport. The arrangements made must respect the rights of the person who may be causing harm and must be consistent with the relevant policy and procedures.

12. If statutory agencies are involved work together with them to agree the next steps. E.g. the Police may need to interview the perpetrator before a disciplinary investigation is conducted.

Attend and contribute to any safeguarding adult's strategy or case meetings that are called by the Local Authority.

If statutory agencies say that they will not be taking any action in relation to a referral this should not stop Genesis Martial Arts taking internal steps to safeguard the adult. E.g. the Police may decide not to pursue a criminal investigation where there is an allegation against the perpetrator, but the organisation should still follow its disciplinary procedure.

13. Decide who in the organisation will maintain contact with the adult to consult with them, keep them informed and make sure they are receiving the support they need.

Unless advised not to by the Police or Local Authority, and only if there is a safe way to do so, contact the adult to let them know about the actions you have taken and the outcomes so far. Find out if the actions taken are working, what matters to them, what they would like to happen next and what outcomes they want to achieve.

14. Convene a Case Management Group meeting to coordinate actions internally to your organisation:

- 🔒 Share information about what has happened with those within HDKI GB who have a role in safeguarding the adult.



- share the views of the adult
- share any actions being taken by the Police/Local Authority
- agree who will coordinate between Genesis and other agencies
- decide what actions Genesis Martial Arts will take
- coordinate action Genesis Martial Arts will take

These actions can include:

- Use of internal procedures such as breach of code of conduct/disciplinary procedures to address any behaviour that may have caused harm
- Reporting any employee or volunteer found to have caused harm to the Disclosure and Barring Service
- Communication with the adult about the safeguarding process, offering support to the adult and making any arrangements needed for them to continue their involvement with the organisation/sport
- Offering support to staff, volunteers and members affected by the circumstances
- Ensuring senior managers will be updated as needed

15. Case Management Group meeting must be recorded so that decision making is transparent, and actions agreed are followed. Follow up meetings should be held as necessary until the actions needed are complete.

16. Ensure records are complete and stored securely. Collate monitoring information, including feedback from the person who was at risk of harm

#### Further Information and Useful Contacts

Policies, procedures and supporting information are available on the Genesis Martial Arts website:

<https://www.genesis-ma.com/>

Safeguarding officer:

Kirsty McCourt +44 7903 112850

Joel Hoyte +44 7915 063912

Email: [safeguarding@genesis-ma.com](mailto:safeguarding@genesis-ma.com)

To be completed as fully as possible, if you have concerns regarding an adult. If it is safe to do so, it is important to inform the adult about your concerns and that you have a duty to pass the information onto the safeguarding lead. The Safeguarding Lead will then look at the information and start to plan a course of action.



Section 1 – Details of adult (you have concerns about)

Name of adult	
Address	
DOB	
AGE	
Contact Number	
Emergency Contact if known	
Consent to share information with emergency contact?	YES OR NO
Section 2 -	Details of the person completing this form/ Your details
Name	
Contact Number	
Email:	
Name of organisation / club	
Your Role in organisation	
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 adult 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 causing harm(If Known)
Name	
Address	
DOB/AGE	
Relationship/Connection to Adult	
Role in organisation	
Do they have contact with other adults at risk in another capacity? E.g. in their work/family/as a volunteer	
Section 6A	Have you discussed your concerns with the adult? What are their views, What have they stated about what they want to happen and what outcomes they want?
Section 6B	Reasons for not discussing with the adult
	Discussion would put the adult or others at risk. Please explain:
	Adult appears to lack mental capacity. Please explain:



	Adult unable to communicate their views. Please explain:
Section 7	Risk to others
	Are any other adults at risk Yes/No/Not known – delete as appropriate If yes please fill in another form answering questions 1-6
	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	
Section 10	Other – please state who and why:  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 Safeguarding Lead	Dates and times
	Completed Form copied to Safeguarding Lead; Date and time
Date /time	Sign

<b>OFFICE USE ONLY</b>
<b>Section 11 – Sharing the concerns (To be completed by Safeguarding Lead)</b>
<p>Details of your contact with the adult at risk of harm. Have they consented to information being shared outside of Genesis Martial Arts?</p>

<p>Details of contact with the Local Authority Safeguarding Team/MASH where the adult at risk of harm lives – advice can be still sought without giving personal details if you do not have consent for a referral.</p>
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Details of any other agencies contacted:

Details of the outcome of this concern



### **Action on Elder Abuse**

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information. Tel: 020 8765 7000

Email: [enquiries@elderabuse.org](mailto:enquiries@elderabuse.org)

### **Ann Craft Trust**

A national organisation providing information and advice about adult safeguarding. ACT has a specialist Safeguarding Adults in Sport and Activity team to support the sector.

Tel: 0115 951 5400      Email: [Ann-Craft-Trust@nottingham.ac.uk](mailto:Ann-Craft-Trust@nottingham.ac.uk)      [www.anncrafttrust.org](http://www.anncrafttrust.org)

### **Men's Advice Line For male domestic abuse survivors**

Tel: 0808 801 0327

### **National LGBT+ Domestic Abuse Helpline**

Tel: 0800 999 5428

National 24-Hour Freephone Domestic Abuse Helplines

Tel: 0808 2000 247

[www.nationaldahelpline.org.uk/Contact-us](http://www.nationaldahelpline.org.uk/Contact-us)

### **Rape Crisis Federation of England and Wales**

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: [info@rapecrisis.co.uk](mailto:info@rapecrisis.co.uk)

[www.rapecrisis.co.uk](http://www.rapecrisis.co.uk)





## Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities and training and support to those working with them.

Tel: 020 7383 0700 or 0808 808 0700 (Helpline)

Email: [services@respond.org.uk](mailto:services@respond.org.uk) Stop Hate Crime Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties. 24 hours service:

Telephone: 0800 138 1625

Web Chat: [www.stophateuk.org/talk-to-us/](http://www.stophateuk.org/talk-to-us/)

E mail: [talk@stophateuk.org](mailto:talk@stophateuk.org)

Text: 07717 989 025 Text relay: 18001 0800 138 1625 By post: PO Box 851, Leeds LS1 9QS

## Susy Lamplugh Trust

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: 020 83921839 Email: [info@suzylamplugh.org](mailto:info@suzylamplugh.org) [www.suzylamplugh.org](http://www.suzylamplugh.org)

## Victim Support

Victim Support Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111 [www.victimsupport.com](http://www.victimsupport.com)

## Women's Aid

Women's Aid Federation of England and Wales Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.

[www.womensaid.org.uk/information-support](http://www.womensaid.org.uk/information-support)



Working together for  
Safer Sport

[www.safeguardingcode.com](http://www.safeguardingcode.com)