



# **WHAT TO DO IF YOU HAVE A WORRY OR CONCERN**

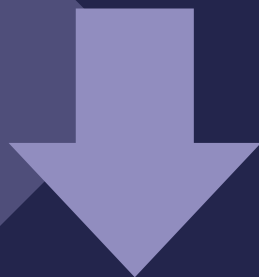
**INCLUSION, SAFEGUARDING  
AND WELLBEING**

**[safeguarding@britishjudo.org.uk](mailto:safeguarding@britishjudo.org.uk)**

# Incident or Concern reported to: [safeguarding@britishjudo.org.uk](mailto:safeguarding@britishjudo.org.uk) or MyVoice

If at an event or competition,  
speak to the designated  
welfare officer on the day

If it is a complaint, refer to  
[BJA Conduct and  
Complaints Policy](#)



## What is it?

Inclusion | EDI | Safeguarding | Wellbeing | Mental Health



## What is your rationale for that decision?

Refer to the [CPSU Case Management Thresholds](#)

*This document contains guidance on how safeguarding concerns can be scaled using thresholds, enabling for the concern to be properly dealt with. This guidance should be documented as part of your safeguarding procedures. It is important that this guidance is shared and understood by all staff and volunteers at all levels of your sport*

# Kolb, D 1984, Reflective Learning Cycle



1. Make the decision  
Inclusion,  
Safeguarding or  
Wellbeing

2. Consult with the  
Safeguarding team

3. Escalate externally

What level of response is required?

What else would you need to do?

**Manage yourself & record or seek advice from  
the BJA Safeguarding Team  
[safeguarding@britishjudo.org.uk](mailto:safeguarding@britishjudo.org.uk)**



# Consider the following



1. Is the issue/ behaviour/ disclosure that is a safeguarding concern or has a set of issues built up over time that have made this a concern.



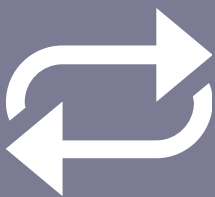
2. Is it a low-level concern that your club welfare officer can address?



3. Immediate risks are apparent and action needs taking. Issue needs triaging with the safeguarding team (or call the Police if someone is in immediate danger).



4. Disclosure or behaviour that is dealt with but needs following up via the BJA Safeguarding Team.



5. Cumulative or repeat of level 1 concern(s).



6. Advice from Safeguarding team.



7. Record and Report

Is there an immediate risk of harm?

Does the situation require external intervention or advice?

Is the person in immediate danger?

*(If yes, call the Police and inform BJA Safeguarding Team as soon as possible)*

## Action

Seek advice from the safeguarding team

Report and Record the incident

If required, the BJA Safeguarding Team will escalate by contacting the relevant authorities.

# Remember the Four 'R's' of Safeguarding in supporting your professional curiosity

Recognise

Respond

Report

Record

## Why do we record?

Evidence our intervention and the purpose of each contact to show how the work undertaken relates to those purposes. It's an audit trail.

Demonstrate how we have set and achieved actions  
Records provide the basis for sharing information with other staff and professionals in the interests of those to whom the concerns/incident relates to.

If it isn't written down, it didn't happen

# When do we record?

The same working day, especially where safeguarding and other external requirements require shorter time scale (same working day in relation to safeguarding concerns).

## Key principles to sharing information

Is there a legitimate purpose to share the information?

Does the information enable a person to be identified?

Is it confidential?

Do you have consent to share?

Is there a statutory duty of court order to share?

Is there sufficient public interest to share?

If you share, is it the right information in the right way?

Have you recorded your decision?

**The most important thing you can do  
is 'recognise and report'.**



