Designated Safeguarding Lead (DSL) Role Description and Escalation Procedures

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Organisation: Traditional Shotokan Karate UK (TSKUK)

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1. Introduction

TSKUK is committed to ensuring the highest standards of safeguarding across all aspects of its work. This document outlines the responsibilities of the Designated Safeguarding Lead (DSL) and the procedures for responding to concerns involving children, young people, or adults at risk. It is a core component of our safeguarding framework and ensures a consistent, effective approach to protecting those who participate in Karate under the TSKUK umbrella.

2. Role Purpose - Designated Safeguarding Lead

The DSL is the lead individual within TSKUK responsible for safeguarding and child/adult protection. The DSL acts as the first point of contact for anyone raising concerns and ensures that safeguarding policies and procedures are followed consistently across the organisation and all affiliated clubs.

3. Key Responsibilities - Designated Safeguarding Lead

The DSL is the central role in coordinating safeguarding within TSKUK. Their key responsibilities include:

- Lead on safeguarding and child/adult protection within TSKUK
- Act as the main point of contact for safeguarding concerns raised by clubs, instructors, parents, or participants
- Promote a culture of safeguarding and safe practice across TSKUK and affiliated clubs
- Support and oversee the work of club-level welfare officers
- Maintain up-to-date knowledge of safeguarding legislation, guidance, and best practice
- Provide advice, support, and training to affiliated clubs as required
- Ensure all safeguarding concerns are recorded, investigated, and reported appropriately

- Liaise with statutory agencies (e.g. Local Authority, Police, NSPCC) where needed
- Ensure all safeguarding policies and procedures are reviewed and up to date
- Maintain secure and confidential safeguarding records

4. Required Knowledge and Skills

- Current safeguarding qualifications (e.g. NSPCC Level 3 or equivalent)
- Experience dealing with safeguarding and/or welfare issues
- Understanding of legislation including the Children Act 1989/2004, Care Act 2014, Working Together to Safeguard Children (2023), and GDPR
- Ability to handle sensitive situations with confidentiality, empathy, and professionalism
- Strong communication and organisational skills

5. Escalation Procedures

These procedures are in line with those set out within TSKUK's Safeguarding Policy, and this document should be read in conjunction with this.

If a safeguarding concern is raised, the following steps must be taken in accordance with the TSKUK Safeguarding Policy:

Step 1: Ensure Immediate Safety

- Take necessary action to protect the individual at risk. If there is an immediate danger or need for urgent medical assistance, contact emergency services by dialling 999.

Step 2: Report the Concern

- Report the concern to the designated Welfare Officer at club level. If this is not appropriate (e.g. due to conflict of interest or absence), report directly to the TSKUK Designated Safeguarding Lead (DSL).

Step 3: DSL Assessment

- The DSL will assess the concern and gather any further necessary information.
- The DSL will consider whether the concern involves:
  - Poor practice that can be addressed internally
  - A safeguarding issue requiring referral to statutory agencies such as Children's Advice and Duty Service (CADS), Adult Social Services, or the Local Authority Designated Officer (LADO)

Step 4: Decision and Referral

- If a referral is warranted, the DSL will contact the appropriate external agency without delay.

- If the concern involves a TSKUK instructor, official, or volunteer, and meets the threshold of a safeguarding allegation, the DSL must contact the LADO (for concerns about adults working with children) or Adult Social Services.

Step 5: Recording the Concern

- A detailed written record must be made using TSKUK's safeguarding incident form which can be accessed from the website.
- The record should include:
  - Factual description using the person's own words where applicable
  - Date, time, names of those involved
  - Any actions taken and advice sought
- Records should distinguish clearly between fact, opinion, and third-party information and be stored securely.

Step 6: Informing the Individual (where appropriate)

- The individual who raised the concern should be updated as appropriate.
- Where a child or adult at risk has made a disclosure, they should be kept informed of the action being taken in a manner suitable to their understanding.

Step 7: Monitoring and Support

- The DSL continues to monitor the case, ensuring follow-up actions are taken and any required support is offered to those involved.

Step 8: Escalation if the DSL is Unavailable or Implicated

- If the DSL is unavailable or the concern involves them directly, the matter should be referred to the Deputy DSL or the the affiliated club Welfare Officer.
- If there are serious concerns or risks to safety, statutory services should be contacted directly without delay.
- All individuals must act in line with the principles of 'Making Safeguarding Personal', ensuring the views and wishes of the person at risk are considered wherever possible and safe to do so.

6. Contact Details

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