



Designated Safeguarding Person (DSP)

Role Description and Escalation

Procedures

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Organisation: Traditional Shotokan Karate UK (TSKUK)

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1. Introduction

Traditional Shotokan Karate UK (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 Person (DSP) and the procedures for responding to concerns involving children, young people and adults at risk.

As the National Governing Body, TSKUK is responsible not only for safeguarding within its own activities, but also for supporting, guiding and overseeing safeguarding arrangements across affiliated clubs. This document forms a core part of the TSKUK safeguarding framework and should be read alongside the:

- Safeguarding Policy for Children and Adults at Risk
- Complaints, Grievances and Managing Allegations Policy.
- Information Sharing and Record Retention Procedure.
- Codes of Conduct.

2. Role Purpose – Designated Safeguarding Person

The Designated Safeguarding Person (DSP) is the lead individual within TSKUK responsible for safeguarding and child/adult protection.

The DSP acts as the primary point of contact for safeguarding concerns and helps ensure that safeguarding policies, procedures and standards are applied consistently throughout TSKUK and its affiliated clubs.

The DSP provides leadership, advice and oversight on safeguarding matters and acts as the principal safeguarding liaison between TSKUK, affiliated clubs and statutory agencies.

3. Key Responsibilities – Designated Safeguarding Person

The DSP is central to coordinating safeguarding throughout TSKUK.

Responsibilities include:

Their key responsibilities include:

- Acting as the main point of contact for safeguarding concerns raised by affiliated clubs, instructors, volunteers, parents, carers, participants or members.
- Receiving, recording and managing safeguarding concerns in accordance with TSKUK procedures.
- Deciding whether concerns require internal action, external advice, referral to statutory agencies or escalation to the Executive Committee.
- Liaising with statutory agencies where appropriate, including:
 - Children's Social Care.
 - Adult Social Care.
 - Police.
 - Local Authority Designated Officers (LADO).
 - Child Abuse and Domestic Abuse Services (CADS).
 - Disclosure and Barring Service (DBS).
 - NSPCC.
- Supporting and advising affiliated clubs, Club Welfare Officers and safeguarding personnel on safeguarding practice and procedures.
- Promoting a strong safeguarding culture across TSKUK and its affiliated clubs.
- Helping ensure TSKUK safeguarding policies, procedures and guidance remain up to date and reflect current legislation and best practice.
- Maintaining secure and confidential safeguarding records.
- Identifying safeguarding themes, trends, risks and learning from incidents, concerns, referrals and investigations.
- Supporting safeguarding audits, reviews, training and compliance monitoring across TSKUK and affiliated clubs.
- Providing safeguarding updates or reports to the Chief Instructor where appropriate.

4. Deputy Designated Safeguarding Person

TSKUK will appoint at least one Deputy Designated Safeguarding Person.

The Deputy DSP will:

- Support the DSP in carrying out safeguarding responsibilities.
- Act in the DSP's absence.
- Assist with safeguarding case management where appropriate.
- Help ensure continuity of safeguarding arrangements.

The Deputy DSP should have safeguarding training appropriate to their role and access to safeguarding records where required.

5. Required Knowledge and Skills

The DSP and Deputy DSP should have:

- Current safeguarding training appropriate to their role.
- Experience dealing with safeguarding and welfare concerns.
- An understanding of relevant legislation and guidance, including:
 - Children Act 1989 and 2004.
 - Care Act 2014.
 - Working Together to Safeguard Children 2026.
 - Data Protection Act 2018.
 - UK GDPR.
 - Relevant safeguarding and sports governance guidance.
- The ability to handle sensitive situations with professionalism, empathy and sound judgement.
- Strong communication and organisational skills.
- The confidence to challenge poor practice and escalate concerns appropriately.
- An understanding of safeguarding within sport and voluntary organisations.

6. Escalation Procedures

These procedures should be read alongside the TSKUK safeguarding policies and procedures.

Step 1 – Ensure Immediate Safety

Take immediate action to protect the individual at risk.

If there is an immediate risk of harm, danger or urgent medical need:

- Call 999 immediately.
- Follow any emergency procedures.
- Take reasonable steps to protect those involved.

Step 2 – Report the Concern

Safeguarding concerns should be reported as soon as possible.

Concerns may be reported to:

- An affiliated club Welfare Officer.
- The TSKUK DSP.
- The TSKUK Deputy DSP.
- Another appropriate safeguarding contact.
- Using the TSKUK safeguarding reporting tool: <https://members.eska.co.uk/tskuk-incident-report-form/>

If there is a conflict of interest, or if the usual safeguarding contact is unavailable, the concern should be escalated directly to the DSP, Deputy DSP, Chief Instructor or relevant statutory agency as appropriate.

A concern does not need to be proven before it is reported.

Step 3 – Initial DSP Assessment

The DSP will assess the concern and determine the most appropriate course of action.

The DSP will consider whether the concern involves:

- Poor practice.
- A conduct concern.
- A low-level concern.
- A safeguarding concern.
- An allegation against a person in a position of trust.
- A matter requiring referral to a statutory agency.

The DSP may gather additional information where appropriate.

Step 4 – Decision and Referral

Where a referral is required, the DSP will contact the appropriate agency without delay.

This may include:

- Children's Social Care.
- Adult Social Care.
- Police.

- LADO.
- DBS.
- Other relevant agencies.

Where a concern involves an instructor, volunteer, official or another adult working with children and meets the threshold for a safeguarding allegation, the DSP must seek advice from the LADO.

Where a concern involves an adult at risk, Adult Social Care or another appropriate safeguarding agency should be consulted.

Step 5 – Recording the Concern

All safeguarding concerns must be recorded using the TSKUK safeguarding reporting system.

Records should include:

- A factual description of the concern.
- The person's own words wherever possible.
- Date and time of the incident or disclosure.
- Names of those involved.
- Actions taken.
- Advice sought.
- Decisions made and the reasons for those decisions.

Records must clearly distinguish between:

- Fact.
- Opinion.
- Professional judgement.
- Third-party information.

All records must be stored securely in accordance with the Information Sharing and Record Retention Procedure.

Step 6 – Informing the Individual (Where Appropriate)

Where appropriate, the person raising the concern should be informed that it has been received and considered.

Where a child or adult at risk has made a disclosure, they should be kept informed, where appropriate, in a manner suitable to their age, understanding, communication needs and circumstances.

Step 7 – Monitoring and Support

The DSP will:

- Monitor ongoing concerns.
- Ensure agreed actions are completed.
- Review outcomes.
- Consider whether additional referrals are required.
- Ensure appropriate support is available to those involved.

Where concerns involve affiliated clubs, the DSP may monitor safeguarding actions taken by the club and provide support or oversight where appropriate.

Step 8 – Escalation Where the DSP is Unavailable or Implicated

If the DSP is unavailable, concerns should be referred to the Deputy DSP.

If the concern involves the DSP directly, it should be referred to the Deputy DSP.

If the concern involves both the DSP and Deputy DSP, it should be referred to the Chief Instructor and/or an appropriate Senior Instructor.

Where immediate safeguarding action is required, statutory services should be contacted directly without delay.

No individual should delay making a referral because a safeguarding officer is unavailable.

7. Making Safeguarding Personal

TSKUK recognises the importance of listening to and involving individuals in decisions affecting them.

Where appropriate and safe to do so:

- The views, wishes and feelings of children will be considered.
- The principles of Making Safeguarding Personal will be applied when working with adults at risk.
- Individuals will be supported to participate in decisions affecting them.

The welfare and safety of the individual remain the overriding consideration.

8. Contact Details

Designated Safeguarding Person (DSP)

Name: Ethan Dye
Email: safeguarding@tskuk.co.uk
Telephone: 01603 418751

Deputy Designated Safeguarding Person

Name: Joanne Minnis
Email: safeguarding@tskuk.co.uk
Telephone: 01603 418751

Chief Instructor

Name: Jason Hitchings
Email: office@tskuk.co.uk
Telephone: 01603 418751

9. External Safeguarding Contacts

Emergency Services

999

Police Non-Emergency

101

NSPCC Helpline

0808 800 5000

NSPCC Whistleblowing Advice Line

0800 028 0285

Childline

0800 1111

Disclosure and Barring Service (DBS)

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Local Authority Children's Social Care

Contact the relevant local authority children's social care service for the area where the child lives or where the concern arose.

Local Authority Adult Social Care / Adult Safeguarding

Contact the relevant local authority adult safeguarding service for the area where the adult at risk lives or where the concern arose.

Local Authority Designated Officer (LADO)

For allegations involving adults who work or volunteer with children, contact the LADO for the relevant local authority area.

Where there is immediate risk of harm, call 999 without delay.

10. Monitoring and Review

This document will be reviewed annually or sooner if required by:

- Changes in legislation.
- Changes in safeguarding guidance.
- Organisational changes.
- Learning from safeguarding incidents, reviews or investigations.

Oversight of this document rests with the Designated Safeguarding Person and the Chief Instructor.