



SAFEGUARDING CONCERN RECORD

Confidential working record • 2026 edition

USE THIS FORM TO RECORD A SAFEGUARDING CONCERN, DISCLOSURE, ALLEGATION, LOWER-LEVEL CONCERN OR WELFARE ISSUE.

This form is intended to help clubs, instructors, assistants, welfare/safeguarding leads and Commission representatives make a clear, contemporaneous and auditable record. It does not replace emergency action, statutory referral, police investigation, children's social care procedures, or professional safeguarding advice.

Immediate safety reminder

☐ Child/person is in immediate danger – call 999 ☐ Urgent medical emergency – call 999 ☐ Concern requires immediate statutory referral ☐ Safeguarding lead notified without delay

Do not investigate the allegation yourself. Do not promise secrecy. Listen calmly, use open questions only where necessary to establish immediate safety, record the person's words as accurately as possible, and pass the concern to the designated safeguarding person/statutory agency in accordance with the club's safeguarding procedure.

Document control

Record reference number	
Club / organisation	
Safeguarding lead / welfare officer	
Date opened	
Date closed / transferred	

1. Person at the centre of the concern

Complete only information necessary for safeguarding. Keep this record securely and restrict access to those who need to know.

Full name of child / young person / adult at risk	
Date of birth / age (if known)	
Parent / carer / responsible adult (if applicable)	
Contact details (if appropriate and safe to record)	
Club membership / class / role	
Any relevant communication, disability, accessibility or support needs	

2. Person raising or reporting the concern

Name	
Role / relationship to club or person concerned	
Contact details	
How was the concern received?	

☐ Direct disclosure
 ☐ Observed behaviour
 ☐ Third-party report
 ☐ Parent/carers report
 ☐ Online/social media
☐ Other

Date, time and method concern was received	
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3. Nature of the safeguarding concern

Tick all categories that may apply. Do not attempt to decide whether abuse has occurred; record the concern and refer appropriately.

☐ Physical abuse / inappropriate physical contact ☐ Emotional / psychological abuse ☐ Sexual abuse / sexualised behaviour ☐ Neglect / failure to meet basic needs ☐ Bullying / cyberbullying ☐ Discriminatory or prejudicial behaviour ☐ Domestic abuse affecting a child ☐ Grooming / exploitation ☐ Online safety concern ☐ Missing / unexplained absence ☐ Self-harm / suicidal concern ☐ Substance misuse concern ☐ Poor practice / breach of code of conduct ☐ Concern about a person in a position of trust ☐ Lower-level concern ☐ Other welfare concern

Brief description of the concern – factual information only	
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Date(s), time(s) and location(s) relevant to the concern	
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Who was present / potentially involved?	
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4. Immediate risk and safety

☐ No immediate risk identified ☐ Immediate risk managed ☐ Emergency services contacted ☐ Medical assistance required ☐ Child separated from alleged source of harm ☐ Adult removed/restricted from activity pending advice ☐ Parent/carers contacted ☐ Parent/carers NOT contacted – reason recorded below

Immediate protective action taken and why	
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If parent/carers was not contacted, explain why and who advised the decision	
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5. Recording a disclosure or account

If a child or other person has disclosed a concern, record what was said as accurately as possible. Use their own words where practicable. Avoid interpretation, diagnosis, speculation or leading questions.

Exact words / account given by the person (use quotation marks where appropriate)	
Questions asked and answers received (if any)	
Person's presentation / immediate welfare observations (objective only)	
Any visible injury or other relevant observation – do not conduct a forensic examination	

6. Response to disclosure

☐ Listened calmly
 ☐ Reassured the person they were taken seriously
 ☐ Explained that information may need to be shared to keep them safe
 ☐ Did not promise confidentiality
 ☐ Did not investigate
 ☐ Did not confront the alleged person responsible
 ☐ Recorded the concern promptly

Any additional response / support offered	
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7. Person whose behaviour is the subject of the concern

Complete where relevant. An allegation is not a finding of fact. Use neutral language such as 'alleged'.

Name	
Role / relationship to child or club	
Relevant contact details (if appropriate)	
Nature of alleged behaviour / concern	
Is the person in a position of trust / regulated role? Give factual details only.	
Current access to children / club activities and any interim safeguards	

8. Lower-level / poor-practice concern

A lower-level concern may involve behaviour inconsistent with the club's standards or code of conduct but which does not necessarily meet the threshold for a child-protection referral. Patterns and repeated concerns must not be dismissed.

What standard, boundary or code of conduct may have been breached?	
Context and previous relevant concerns (if known)	
Action taken / advice obtained	

9. Reporting and referral decisions

The safeguarding lead should decide, with appropriate professional advice, what action is required. Where there is immediate danger call 999. In England, concerns may require referral to the local authority children's social care and/or police. The applicable arrangements differ across the UK, so clubs should use the relevant local safeguarding arrangements.

Safeguarding lead informed – name / role / date / time	
Police contacted? By whom / date / time / reference	
Children's services / local authority contacted? Agency / date / time / reference	
NSPCC or other safeguarding advice sought? Details	
Other statutory / professional agency contacted	
Outcome / advice received	

10. Information-sharing decision

☐ Information shared because necessary to protect a child/person
 ☐ Information shared with statutory agency
 ☐ Information shared internally on a need-to-know basis
 ☐ Consent obtained where appropriate
 ☐ Consent not sought / not required because doing so could increase risk or prejudice safeguarding
 ☐ No information shared – reason recorded below

What information was shared, with whom, when, and why?	
Decision-maker and rationale	

11. Interim safeguarding measures

Record practical measures designed to reduce risk while advice, referral or investigation is pending.

☐ Change of class / training arrangement
 ☐ Additional supervision
 ☐ Two-adult arrangement
 ☐ Restriction from contact with children
 ☐ Suspension / temporary exclusion
 ☐ Change of communication arrangements
 ☐ Parent/carer support
 ☐ Referral to specialist support
 ☐ Other

Measures implemented	
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Who is responsible for each measure?	
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Review date / trigger	
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12. Impact on the child / person and support

Known or reported impact on welfare, participation or wellbeing	
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Support offered / requested / accepted	
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Views of the child or young person, where appropriate and safe	
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13. Investigation / case management record

The club should not undertake a child-protection investigation where this could interfere with statutory enquiries. Record administrative actions, safeguarding advice and case-management decisions.

Actions taken after initial referral	
Advice received and by whom	
Meetings / case discussions and dates	
Further evidence or records secured (identify, do not attach sensitive material unnecessarily)	
Outstanding actions	

14. Case outcome

☐ No further action following safeguarding advice
 ☐ Managed as welfare / support matter
 ☐ Managed as lower-level concern / poor practice
 ☐ Referred to statutory agency
 ☐ Referred to police
 ☐ Disciplinary / conduct process initiated
 ☐ Other outcome

Outcome summary	
Date outcome communicated to relevant person(s), where appropriate	
Reason for any decision not to progress or refer	

15. Review, learning and prevention

Does the incident/concern require a risk assessment review?	
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☐ Yes ☐ No ☐ Not yet – review by

Does the safeguarding policy/procedure require updating?	
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☐ Yes ☐ No

Training or supervision needs identified	
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Environmental / facility / supervision changes required	
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Any wider learning for coaches, assistants, volunteers or members	
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Lessons learned and actions completed	
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16. Record retention and confidentiality

Safeguarding records are sensitive. Store them securely, restrict access to people with a legitimate safeguarding need, and follow the club/Commission retention schedule and applicable UK data-protection requirements. Do not place safeguarding records in general membership files where inappropriate. Record the reason for access, disclosure or transfer where required by the organisation's procedures.

Storage location / system	
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Access restricted to	
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Transfer / disclosure record	
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Retention / review date	
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17. Sign-off and audit trail

Completed by – name / role	
Signature	
Date / time	
Safeguarding lead review – name / role	
Signature	
Date / time	
Case reference / linked records	

Important safeguarding contacts and escalation

Each club should insert its current local safeguarding contacts before issuing this form. Do not rely on a national form alone for emergency or local referral information.

Emergency services	999
Police – non-emergency	101
Local authority children's social care	INSERT CURRENT LOCAL CONTACT
UK Taekwondo Commission safeguarding lead	INSERT CURRENT COMMISSION CONTACT
Club safeguarding / welfare lead	INSERT CURRENT CLUB CONTACT
NSPCC Helpline	0808 800 5000

Legal and practice note – 2026

This form is designed for UK martial-arts safeguarding practice and should be used with the Commission's safeguarding policy, club procedures and current local safeguarding arrangements. In England, Working Together to Safeguard Children 2026 is the current statutory multi-agency guidance. Safeguarding arrangements and legislation differ across England, Wales, Scotland and Northern Ireland; clubs outside England should adapt referral routes and legal references to their jurisdiction.