

E.S.K.U



England Shotokan Karate Union

One-Page Safeguarding & Governance Policy Map

This policy map shows how ESKU's safeguarding and data protection documents link together. It is designed for **instructors, club officers, and officials** to quickly understand **which document to use, and when**.

1. Core Safeguarding Documents

Safeguarding Students Policy (2026)

Purpose: - Sets out ESKU's safeguarding principles and responsibilities - Defines abuse, bullying, whistleblowing, and poor practice - Names safeguarding roles and reporting expectations

Use this policy when: - You are unsure what safeguarding means within ESKU - You need to understand responsibilities and standards of behaviour - You are dealing with poor practice or safeguarding concerns

Safeguarding Reporting Flowchart

Purpose: - Provides the **step-by-step reporting process** - Clarifies emergency action, escalation, and external referrals

Use this document when: - A safeguarding concern is identified - A child or adult may be at risk - You are unsure who to report a concern to

Key Named Role: - **ESKU Designated Safeguarding Lead (DSL): George Bussey**

2. Information Handling & Records

Data Protection Policy

Purpose: - Explains how ESKU processes personal data - Ensures compliance with UK GDPR and Data Protection Act 2018 - Covers safeguarding, disciplinary, medical, and membership data

Use this policy when: - Handling personal or sensitive information - Collecting, storing, or sharing records - Responding to data access or privacy questions

Data Retention Schedule

Purpose: - Defines how long different types of records are kept - Ensures safeguarding and DBS data is retained lawfully

Use this document when: - Deciding whether records should be kept or destroyed - Managing safeguarding or disciplinary files - Reviewing old paper or electronic records

3. Whistleblowing & Concerns About Adults

Whistleblowing Procedures (within Safeguarding Policy)

Purpose: - Allows concerns about instructors, officials, or volunteers to be raised safely - Protects reporters from victimisation

Use this process when: - You are concerned about the behaviour of an adult within ESKU - You feel unable to raise concerns within your own club

4. How the Documents Work Together

If a concern arises: 1. Refer to the **Safeguarding Reporting Flowchart** 2. Act immediately if there is danger (call 999) 3. Report to the **ESKU DSL (George Bussey)** or appropriate officer 4. Record information securely in line with the **Data Protection Policy** 5. Retain records according to the **Data Retention Schedule**

5. Key Principles (Applies to All Policies)

- Safeguarding is **everyone's responsibility**
 - The welfare of the child or adult at risk is **paramount**
 - Confidentiality is maintained on a **need-to-know basis**
 - Records must be **accurate, secure, and proportionate**
 - Policies are reviewed regularly and kept up to date
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This policy map should be issued alongside ESKU safeguarding and data protection policies and displayed or shared with all affiliated clubs.