



BURNLEY WADO RYU KARATE CLUB

ROLE OF THE SAFEGUARDING LEAD

REF
KWR RA-
01

Role Description: Safeguarding Lead

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Author Position:	Health and Safety Advisor
Organization:	Burnley Wado Ryu Karate club
Approved By:	Tony Glass Chief Instructor
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Date Reviewed:	20/10/2025
Next Review Date:	September 2027

The designated person within the karate organisation has primary responsibility for putting into place procedures to safeguard adults at risk, supporting club, county and regional welfare/safeguarding leads, where relevant and for managing concerns about adults at risk.

Duties and responsibilities include:

- Working with others within the organisation to create a positive inclusive environment within the organisation.
- Play a lead role in developing and establishing the organisation's approach to safeguarding young persons under the age of eighteen years old and vulnerable adults and in maintaining and reviewing the organisation's implementation plan for safeguarding young persons under the age of eighteen years old and vulnerable adults in line with current legislation and best practice.
- Coordinate the dissemination of the safeguarding all relevant policy, procedures and resources throughout the organisation.



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- Contribute to ensuring other policies and procedures are consistent with the organisation's commitment to safeguarding young persons under the age of eighteen years old and vulnerable adults.
- Advise on the organisation's training needs and the development of its training strategy.
- Receive reports of and manage cases of poor practice and abuse reported to the organisation – including an appropriate recording system.
- Support the Chief Instructor to co-ordinate the case management process.
- Manage liaison with, and referrals to, external agencies for example adult social-care services and the police if required to do so.
- Create a central point of contact for internal and external individuals and agencies concerned about the safety of adults within the organisation.
- Provide advice and support to safeguarding welfare officers and play a lead role in their recruitment, selection and training of volunteers.
- Attend all external and internal training courses to ensure competency is maintained
- Represent the organisation at external meetings related to safeguarding if required.