(Appendix 2) SAFEGUARDING REPORTING CONCERNS PROCEDURES FLOW-CHARTS

Outline safeguarding reporting procedure concerns (1)

1. About the behaviour of the organisation's staff member or volunteer

(e.g. allegation about a coach or officer's behaviour towards a child)

Concerns arise about the behaviour of a member of staff, coach or volunteer towards a child/children. (e.g. suspicions or allegations of poor practice or possible abuse) Individual alerted to concerns reports to organisation/club/facility or event. Safeguarding Lead Officer completes the safeguarding incident report form and forwards a copy to the Safeguarding Lead. Safeguarding Lead Officer (if appropriate in consultation with Case Management Group and / or Children's Social Care, Police or LADO) determines the route for further action to be taken (e.g. does the matter appear to be poor practice or possible abuse, and records actions taken and agree). Poor Practice/Breach of **Possible Child Code of Conduct** Abuse/Criminal Offence Concern dealt with as *In consultation with statutory* Safeguarding LO consults with/refers to Children's misconduct issue using agencies and LADO: complaints/disciplinary Safeguarding LO consults Social Care/Police and LADO procedures as appropriate (in with/refers to HR/Disciplinary and follows this up in writing consultation with LADO). lead/s regarding initiating within 24 hours. disciplinary procedures, immediate temporary suspension (without Disciplinary investigation prejudice), and notification of undertaken and hearing held. other organisations. Children's Social Care and/or Police hold Strategy Meeting (may include sports Outcome of disciplinary Disciplinary process initiated organisation rep) and agree process (e.g. no case to investigation may be investigation process answer, advice or warning delayed pending outcome of given, training / support statutory agencies processes. required, other sanctions, or Support from LADO. exclusion). Consideration of referral to DBS, if appropriate. Outcome of Children's Social Full disciplinary investigation Care or Police investigation undertaken and hearing held (e.g. NFA, criminal outcomes and possible prosecution, assessment of appeal. Disciplinary appeals process risk etc.)

Outline safeguarding reporting procedure concerns (2)

2. About the behaviour of another organisation's staff member or volunteer

(e.g. allegations reported about an individual working for a partner organisation)

Concerns arise about the behaviour of a member of staff, coach or volunteer from another organisation towards a child/children (e.g. suspicions or allegations of poor practice or possible abuse) Individual alerted to concerns reports to organisation/club/facility or event. Safeguarding Lead Officer completes the safeguarding incident report form and forwards a copy to the Safeguarding Lead. Safeguarding Lead Officer (if appropriate in consultation with Case Management Group and / or Children's Social Care, Police or LADO) determines the route for further action to be taken (e.g. does the matter appear to be significant poor practice or possible abuse, and records actions taken and agreed). Poor Practice/Breach of **Possible Child Code of Conduct Abuse/Criminal Offence** Inform subject of concerns of intention to pass If matter appears urgent and indicates a high information to employing/deploying level of risk to child/ren, either contact organisation safeguarding lead in line with Children's Social Care or Police direct to refer, safeguarding policy and/or any interorganisation information sharing arrangements. Contact the safeguarding lead in the individual's employing/deploying organisation to pass on the information. Secure and record their commitment to refer to statutory agencies, and seek confirmation when this has been undertaken. If not agreed - contact statutory agencies directly. Contact safeguarding lead in employing/deploying organisation and pass on Safeguarding Lead Officer records actions and concerns. Record actions and plans agreed. plans agreed and follows up referrals in writing Follow up in writing within 24 hours, cc'ing the within 24 hours. individual.

Outline safeguarding reporting procedure concerns (3)

3. About children and young people arising outside of sport

Member of staff, coach or volunteer made aware of concerns about child's welfare or safety.

(e.g. suspicions of bullying at school, allegations of abuse within the family etc.)

If child requires immediate medical attention arrange this and ensure that medic is informed that there may be a child protection concern or allegation.

Member of staff, coach or volunteer reports to/consults with organisation/club/facility or event Safeguarding Lead Officer, and completes the safeguarding incident report form and forwards a copy to the Safeguarding Lead.

Safeguarding Lead Officer makes decision on immediate referral to or consultation with Children's Social Care or Police; records actions taken/agreed (including who will inform parents).

Safeguarding Lead Officer sends written safeguarding report to Children's Social Care / Police within 24 hours, and considers need for support or advice for original referrer or others involved.