

## **Safeguarding Reporting Procedure Concerns**

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 or volunteer towards a child/children. (e.g. suspicions or allegations of poor practice or possible abuse)

Individual alerted to concerns reports to LADO (Local Authority Designated Officer)
Safeguarding Lead Officer and the individual complete safeguarding incident report form.

Safeguarding Lead Officer (if appropriate in consultation with LADO and police if necessary) 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 agreed).

## Poor Practice/Breach of Code of Conduct

Possible Child Abuse/Criminal Offence

Concern dealt with as misconduct issue using complaints / disciplinary procedures as appropriate (in consultation with LADO – Local authority designated Officer).

Disciplinary investigation undertaken and hearing held.

Outcome of disciplinary process
(e.g. no case to answer, advice or
warning given, training / support
required, other sanctions, or
exclusion). Consideration of referral
to DBS, if appropriate.

Disciplinary appeals process

In consultation with statutory agencies and LADO: Safeguarding LO consults with/refers to HR/Disciplinary lead/s re initiating disciplinary procedures, immediate temporary suspension (without prejudice), and notification of other organisations.

Disciplinary process initiated – investigation may be delayed pending outcome of statutory agencies' processes. Support from LADO.

Full disciplinary investigation undertaken and hearing held outcomes and possible appeal.

Safeguarding LO consults with/refers to Children's Social Care/Police and LADO and follows this up in writing within 24 hours.

Children's Social Care and/or Police hold Strategy Meeting (may include sports organisation rep) and agree investigation process

Outcome of Children's Social Care or Police investigation (e.g. NFA, criminal prosecution, assessment of risk etc.)

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### 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 or volunteer from another organisation towards a child/children or an adult/s at risk

(e.g. suspicions or allegations of poor practice or possible abuse)

Individual alerted to concerns reports to organisation/club/facility or event.

Individual 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 Code of Conduct

Inform subject of concerns of intention to pass information to employing / deploying organisation safeguarding lead in line with safeguarding policy and / or any inter-organisation information sharing arrangements.

Contact safeguarding lead in employing / deploying organisation and pass on concerns. Record actions and plans agreed. Follow up in writing within 24 hours, cc'ing the individual.

#### Possible Child Abuse/Criminal Offence

If matter appears urgent and indicates a high level of risk to child/ren, either contact Children's Social Care or Police direct to refer, or 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.

Safeguarding Lead Officer records actions and plans agreed and follows up referrals in writing within 24 hours.

## 3. About children and young people

(e.g. at home, school or in the community)

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 individual raising the concern completes the safeguarding incident report form.
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.

### 4. About an Adult at Risk

(e.g. at home, from support group or in the community)

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appropriate people and repo	volunteer seeks consent from adult at risk to pas orts to/consults with Safeguarding Lead Officer. I incident report form and brings to the attention o	ndividual raising concern
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