

Flowcharts for dealing with allegations of abuse and /or poor practice

Outline safeguarding reporting procedure

1. Allegation about the behaviour of a Trust employee or volunteer 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 the Trust/ club/facility or event. Safeguarding 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 agreed).

Poor Practice/Breach of Code of Conduct

Concern dealt with as In consultation agencies and

misconduct issue using complaints / disciplinary procedures as appropriate (in consultation with LADO).

Trust LSO to notify Club HOS if member of staff also works for Club + keep informed

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

Possible Child Abuse/Criminal Offence

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 under-taken and hearing held outcomes and possible appeal. Notify Club HOS of outcome

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

Trust LSO to notify Club HOS and keep informed.

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.) Notify Club HOS of outcome



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2. Allegations reported about the behaviour of an individual working for or volunteering with 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 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 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.

If subject of concern also engages with Club advise the HOS and keep informed throughout process

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. Advise Club HOS of outcome.

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. Advise Club HOS of outcome.



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3. About children and young people arising outside of the Trust (e.g. at home, school or in the community)

Member of Trust staff or volunteer made aware of concerns about a 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 or volunteer reports to/consults with organisation/club/facility or event Safeguarding 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. If the child engages in Academy activities, advise the Club HOS.