

Safeguarding reporting procedure flowchart

A safeguarding tool for use by sports organisations, created by the CPSU.

This flowchart outlines the safeguarding reporting procedure to follow in the event of a concern arising about children or young people within your sport:

- for example, an allegation about any staff member's or volunteer's behaviour towards a child

Notes: The terms 'child' and 'young person' describe any person under the age of 18. The term 'Local Authority Designated Officer' may be better known by the former acronym 'LADO'.

Related resources

The CPSU's case management tool provides links to a range of information, guidance, templates and good-practice examples to help your organisation manage safeguarding cases more effectively. To find out more, visit the cpsu.org.uk/case-management

If you're worried about a child, even if you're unsure, you can contact the free **NSPCC helpline** service:

- by phone: 0808 800 5000
- by email (at any time): help@nspcc.org.uk

In an emergency, call 999.

Safeguarding reporting procedure for concerns within your sport

To be used when concerns arise about the behaviour of a member of staff, coach or volunteer within affiliated sports organisation towards a child or children (such as concerns about poor practice or allegations of abuse).

