NSPCC



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 thecpsu.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).

Is the child in immediate danger or are they injured? If so, contact the emergency services first.

Report the concern to the welfare officer or safeguarding lead of the organisation, club, facility or event.

The safeguarding lead to consult with case management group and/or children's social care, police, LADO or NSPCC helpline to determine further action to be taken.

Record the actions taken and agreed, including who will inform the parents.

Lower-level concerns

Deal with the concern using complaints or disciplinary procedures.

Undertake disciplinary investigation and hold hearing.

Consider what support is needed for the referrer or others involved.

Possible outcomes:

- · no case to answer
- · advice or warning given
- · training or support required
- · other sanctions
- exclusion

Refer to DBS if your organisation thinks an individual has caused harm or poses a risk to others.

Disciplinary appeals process.

Possible child abuse or criminal offence

Make a referral to children's social care, LADO or police within 24 hours and records the actions taken and agreed.

Consider what support is needed for the referrer or others involved.

Consult with statutory services or an HR or disciplinary lead to decide on:

- · disciplinary procedures
- · immediate temporary suspension
- notifying others

Start disciplinary process only if statutory services agree. Seek support from LADO.

Outcome of statutory services investigations:

- no further action
- · assessment of risk
- criminal prosecution
- other

Undertake full disciplinary investigation and hold hearing.

Outcomes and possible appeal.