**CPSU procedure flowcharts**

**Outline 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, 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 Code of**

 **Conduct**

**Possible Child Abuse/Criminal**

 **Offence**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Concern dealt with as misconduct |  | In consultation with statutory |  | Safeguarding LO consults |  |
| issue using complaints / disciplinary |  | agencies and LADO: |  | with/refers to Children’s Social |  |
| procedures as appropriate (in |  | Safeguarding LO consults |  | Care/Police and LADO and |  |
| consultation with LADO). |  | with/refers to HR/Disciplinary |  | follows this up in writing within |  |
|  |  | lead/s re initiating disciplinary |  | 24 hours. |  |
|  |  |
|  |  | procedures, immediate |  |  |  |
|  |  |  |  |  |
|  |  | temporary suspension |  |  |  |
|  |  | (without prejudice), and |  |  |  |
| Disciplinary investigation undertaken |  |  |  |  |
|  | notification of other |  | Children’s Social Care and/or |  |
| and hearing held. |  |  |  |
|  | organisations. |  | Police hold Strategy Meeting |  |
|  |  |  |  |
|  |  |  |  | (may include sports |  |
|  |  |  |  |
|  |  |  |  | organisation rep) and agree |  |
| Outcome of disciplinary process (e.g. |  |  |  |  |
|  | Disciplinary process initiated – |  |  |
|  |  | investigation process |  |
| no case to answer, advice or warning |  |  |  |
|  | investigation may be delayed |  |  |
|  |  |  |  |
| given, training / support required, |  |  |  |  |
|  | pending outcome of statutory |  |  |  |
| other sanctions, or exclusion). |  |  |  |  |
|  | agencies’ processes. Support |  |  |  |
| Consideration of referral to DBS, if |  |  |  |  |
|  | from LADO. |  | Outcome of Children’s Social |  |
| appropriate. |  |  |  |
|  |  |  |  |
|  |  |  | Care or Police investigation |  |
|  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |
|  |  |  |  | (e.g. NFA, criminal |  |
|  |  | Full disciplinary investigation |  |  |
| Disciplinary appeals process |  |  | prosecution, assessment of |  |
|  | undertaken and hearing held |  |  |
|  |  |  | risk etc.) |  |
|  |  | outcomes and possible |  |  |
|  |  |  |  |  |
|  |  | appeal. |  |  |  |
|  |  |  |  |  |  |



**CPSU procedure flowcharts**

**Outline safeguarding reporting procedure concerns**

1. **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 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.

**CPSU procedure flowcharts**

**Outline safeguarding reporting procedure concerns**

1. **About children and young people arising outside of sport** (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 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.