

WELSH BILLIARDS & SNOOKER ASSOCIATION

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

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

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 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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Outline safeguarding reporting procedure concerns

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, 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 interorganisation 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.

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.

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Outline safeguarding reporting procedure concerns

3. 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.

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