



# Reporting a Safeguarding Concern Procedure

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## 1. PURPOSE AND SCOPE

This Procedure is to be read in conjunction with the England Netball [Safeguarding Polices and Procedures](#). It explains how to raise a concern relating to the safeguarding of a young person, whether inside or outside the sport of netball.

This Procedure is to be used by anyone who has concerns which they would like to discuss or to report for investigation.

**It is not the responsibility of anyone to investigate their concerns, only to raise it with someone who is either responsible for investigating or for further reporting the concern to the next level in the chain up to a statutory authority.**

This Procedure explains the roles of each level of personnel within the sport of netball, and what each person should do to address or escalate a safeguarding concern.

**If a young person is in immediate danger, report to the police or Children's Services, then within the sport using this Procedure.**

## 2. RESPONDING TO A CONCERN

There are many reasons why you may have a concern about a young person and it is often a difficult situation to be in, one where you aren't sure what to do next. Amongst the reasons you may have a concern are:-

- Someone has told you something which causes you concern about themselves or another person – ie a disclosure has been made to you;
- You have seen signs of potential abuse, whether physical marks or behaviour changes
- Someone has made a direct allegation about an adult or other young person, whether that person is inside or outside the sport of netball;
- You have witnessed bullying or other forms of abuse;
- You have witnessed a breach of the Codes of Conduct or Disciplinary Regulations;

You may not feel that you know enough to raise it with anyone else; that you have not got enough evidence, but the primary concern is always the welfare of the young person. Early warning is often the means of preventing worse abuse and by raising your concern you are fulfilling your obligation to act in the best interests of the young person. Do not assume someone else has done this. All information helps in assessing the risks and responses raised in your concern.

# TRAFFORD

### **3. IN RESPONSE TO WHAT YOU HAVE SEEN OR HEARD,**

#### **YOU SHOULD:-**

- Stay calm and keep an open mind;
- Create a safe, confidential environment for the young person to talk to you;
- If a disclosure has been made to you, reassure the person that they have done the right thing;
- Listen carefully and don't ask probing questions, only enough to establish the facts of what you have heard;
- Explain to the person that what they have told you will have to be passed on to others who will act in their best interests and deal with the information sensitively,
- Explain who the information will be shared with;
- As soon as convenient, make a full note of what you have been told or have seen, and date the note;
- Report the matter to the Club Safeguarding Officer and/or England Netball's Lead Child Protection Officer.

#### **YOU SHOULD NEVER:-**

- Panic;
- Tell the young person they must be wrong or should not be saying the things they are saying;
- Assume you know what they are going to say;
- Ask questions which are leading or which make the person have to repeat the information;
- Approach the alleged abuser or any person connected with them or the person making or about whom the disclosure is being made;
- Delay in reporting the information to the Club Safeguarding Officer or Lead Child Protection Officer;
- Discuss the allegations or incident with anyone other than the people to whom you should report it;
- Take responsibility for the allegation.

It is common for people to have strong emotional responses to witnessing or hearing about potential abuse, and these may be made stronger by the revelations being about someone you know, trust or respect.

Don't dismiss the concerns because you can't believe it; remember it is not your responsibility to check the truth of the matter, but it is your responsibility to report it.

#### **EMOTIONS YOU MAY FEEL INCLUDE:-**

- Doubt;
- Guilt;
- Fear that you have missed something or should have known;
- Fear that you or others, including people you may care about, may be under suspicion;
- Confusion about how this could have happened and what will happen next;
- Dread of the consequences of what may happen next;
- Worry that social relationships are going to be harmed;
- Anxiety about how the person involved and you will get any support with what has been disclosed or witnessed.

All these are common, expected responses and there is support available for you from the EN Lead Child Protection Officer or Children's Services. First though, the concern must be recorded and

actioned by reporting the concern to the appropriate person. **The welfare of the young person is paramount at all times.**

#### **4. REPORTING THE CONCERN**

Once you have recorded the information disclosed to you, with a note of the club, person's name, Club Safeguarding Officer, how you came to hear the disclosure or see the incident, you need to report the concern.

**Reporting a Concern Form** is found below.

Even if the incident is not related to the sport of netball, you should follow this procedure and report. This is common practice in sport. See below to view flow charts, about how to raise concerns arising both inside and outside the sport of netball.

Where there is a serious, immediate risk to the welfare of a young person, the first point of contact should be the local authority Children's Services or the police.

All local authority websites will provide a contact number, including an out of hours number for the Local Authority Designated Officer, who is appointed by the Local Child Safeguarding Board. They will want to know contact details for the young person, usually including the school they attend.

When you have needed to report matters to the police or Children's Services, you should complete the Reporting a Concern Form, and include the details of who you have reported the matter to, with contact details. This should be sent to the Lead Child Protection Officer and copied to the local Club Safeguarding Officer. The Lead Child Protection Officer will liaise with the statutory agencies and the Club Safeguarding Officer. You may be asked to provide a full witness statement in order for further action to be taken.

You will not normally hear anything more about the matter. This would be normal practice as naturally all safeguarding matters are strictly confidential. You must reassure yourself that you have done what was needed and reported the matter so that the right people can take the right action.

In less immediately dangerous cases, you should report your concerns to the Club Safeguarding Officer, in a club, or to the designated teacher in a school. You should also notify the Lead Child Protection Officer, using the Reporting a Concern Form.

The Club Safeguarding Officer should always report the matter to the EN Lead Child Protection Officer. The matter will be discussed and where it is appropriate, advice will be given as to how the case can be handled locally. Where this is not practicable, the Lead Child Protection Officer will take the lead, and liaise with the Club Safeguarding Officer as necessary.

**Please see safeguarding incident or concern report form below.**

### **SAFEGUARDING INCIDENT OR CONCERN REPORT FORM**

<b>Your Contact Information (this will be kept confidentially)</b>		
Your first name	Your Surname	Your Address
Click here to enter text.	Click here to enter text.	Click here to enter text.
Daytime/Mobile number	Email Address	Affiliation Number as on ENgage
Click here to enter text.	Click here to enter text.	Click here to enter text.
Club / League Name, or other	Your position /role in netball	Club Chair's Name
Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Young Person's Details</b>		
First Name	Surname	Date of Birth/Age
Click here to enter text.	Click here to enter text.	Click here to enter text.
Male/Female	Ethnic Origin if known-drop down list	Protected Characteristics (drop list)
Male <input type="checkbox"/> Female <input type="checkbox"/>	White British	Protected Characteristics
If the young person has a disability, please give details		
Click here to enter text.		
Name of School (if known)	Contact at School (if known)	Tel No of School (if known)
Click here to enter text.	Click here to enter text.	Click here to enter text.
Have the Parents/Carers been advised of the incident: YES <input type="checkbox"/> NO <input type="checkbox"/> - If Yes, please provide details of what has been said, and the response given		
Click here to enter text.		
First Name of Parents/Carers	Surname of Parents/Carers	Home address
Click here to enter text.	Click here to enter text.	Click here to enter text.
Parents/ Carers Tel No	Parents/Carers Email address	Any other information
Click here to enter text.	Click here to enter text.	Click here to enter text.
Are you reporting your own concerns or responding to concerns raised by someone else		
Reporting my own concerns <input type="checkbox"/> I am responding to someone else's concerns <input type="checkbox"/>		
<b>If you are responding to someone else's concerns, please provide their contact information</b>		
Person's first name	Person's Surname	Address
Click here to enter text.	Click here to enter text.	Click here to enter text.
Tel No	Email Address	Role in netball & Affiliation No (if known)
Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Incident/Concern Information</b>		
Date of Incident	Time(s) of Incident	Place of Incident
Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Incident/Concern – please provide relevant information, what was noticed, what was done or said, by who, please include description of any injuries and other relevant information</b>		Was Social Media involved (drop list)
		Type of Social Media

Click here to enter text.		
Is your concern fact <input type="checkbox"/> opinion <input type="checkbox"/> or hearsay <input type="checkbox"/>		
<b>Incident Information – details of person whose behaviour you have concerns about</b>		
First Name	Surname	Address
Click here to enter text.	Click here to enter text.	Click here to enter text.
Date of Birth/Age	Contact Number	Email address
Click here to enter text.	Click here to enter text.	Click here to enter text.
Club Name & affiliation no if known	Role(s) within Netball, or relationship to the young person	
Click here to enter text.	Click here to enter text.	
<b>Young person's account of the incident</b>		
Click here to enter text.		
<b>Please provide any witnesses accounts of the incident</b>		
Click here to enter text.		
<b>Please provide witness(es) contact information</b>		
First Name	Surname	Address
Click here to enter text.	Click here to enter text.	Click here to enter text.
Date of Birth/Age	Contact Number	Email address
Click here to enter text.	Click here to enter text.	Click here to enter text.
Club Name	Position(s) within netball, or Relationship to the Young Person	
Click here to enter text.	Click here to enter text.	
Has the incident been reported to any external agencies? YES <input type="checkbox"/> NO <input type="checkbox"/> – if yes, please give details		
Name of organisation/agency	Contact Person	Contact details
Click here to enter text.	Click here to enter text.	Click here to enter text.
Date of Report	Agreed action or Advice Given by external agency	
Click here to enter text.	Click here to enter text.	
<b>Print name</b>	<b>Your Signature</b>	<b>Date</b>
Click here to enter text.		Click here to enter text.

**Thank you for completing this form.**

Please send it to Trafford Club Welfare Officer Reem Taylor and England Netball's Lead Child Protection Officer at England Netball Head Office:

✉ email: [traffordseniornetballclub@gmail.com](mailto:traffordseniornetballclub@gmail.com) AND [besafe@englandnetball.co.uk](mailto:besafe@englandnetball.co.uk), or

✉ Post: England Netball, SportPark, 3 Oakwood Drive, Loughborough LE11 3QF England Netball Only)

