

## About Children and Young People Arising from Outside Sport

If any WTSF Board or Staff Member, Contractor or Volunteer (all Welfare Officers) is made aware of concerns about a child's welfare or safety eg. suspicions of bullying at school

If the child requires immediate medical attention then arrange this and ensure that the medic is informed that there may be a child protection concern or allegation

If the child is in immediate danger then call the Police

The WTSF Welfare Officer must inform the WTSF Lead Safeguarding Officer as soon as possible and complete the Incident/Concerns/Disclosure Report Form and submit it to the LSO as soon as possible

The LSO may convene the CMG to consult regarding possible immediate referral to, or consultation with, the Police and/or Social Services if this hasn't already happened. The LSO will record any actions agreed on (including who will inform the parents)

The CMG will send a written Safeguarding Report to the Police and/or Social Services within 24 hours and will consider any need for support and/or advice for the original referrer

## Behaviour of a WTSP Board/Staff Member, Contractor of Volunteer

Concerns arise about the behaviour of a WTSP Board/Staff Member, Contractor or Volunteer, towards a child/ren (eg suspicions/allegations of poor practice or possible abuse)

The individual alerted to concerns informs the WTSP Welfare Officer (WO) or the Lead Safeguarding Officer (LSO)

If the child is in immediate danger the WTSP WO or LSO should call the Police (once this has happened and if it is the WO that acted, then the WO must also inform the LSO of the situation as soon as possible)

If the child/ren is not in immediate danger then the WO/LSO should complete the WTSP Incident/Concerns/Disclosure Report Form as soon as possible (if this is the WO then they must submit the Report Form to the LSO)

The Lead Safeguarding Officer will determine (possibly in consultation with the Police, Social Services and/or the WTSP Case Management Group, the route for further action to be taken (eg does the matter appear to be poor practice or possible abuse? The LSO will record all actions taken and agreed.

Actions considered to be Poor Practice or Breach of Code of Conduct

The LSO will deal with the misconduct issue via the WTSP Complaints and/or Disciplinary Policy & Procedures in consultation with the CMG

A WTSP Disciplinary Hearing will be undertaken and held

Outcomes of the WTSP Disciplinary Process e.g. no case to answer, advice or warning given, training/support required, other sanctions or exclusions

Disciplinary Appeals Process

Actions considered to be Possible Child Abuse and/or a Criminal Offence

In consultation with the Police and Social Services, the LSO will immediately, temporarily suspend the individual (without prejudice) pending the initiation of Disciplinary Procedures

The LSO will initiate the WTSP Disciplinary Process – investigation may be suspended pending the outcome of investigations by the Police and Social Services

Full Disciplinary investigation and hearing held - outcomes and possible appeal

The LSO will consult with the Police and Social Services and will follow this in writing within 24 hours

The Police and Social Services will hold a Strategy Meeting (the WTSP LSO may need to attend) to agree an appropriate investigation process

Outcome of Police and/or Social Services investigation e.g. criminal prosecution

## Behaviour of Other Organisation's Staff Member or Volunteer

Concerns arise about the behaviour of a member of Staff, Coach or Volunteer from another organisation towards a child/ren (eg suspicions/allegations of poor practice or possible abuse)

The individual alerted to concerns informs the WTSF Welfare Officer (WO) or the Lead Safeguarding Officer (LSO)

If the child is in immediate danger the WTSF WO or LSO should call the Police (once this has happened and if it is the WO that acted, then the WO must also inform the LSO of the situation as soon as possible)

If the child/ren is not in immediate danger then the WO/LSO should complete the WTSF Incident/Concerns/Disclosure Report Form as soon as possible (if this is the WO then they must submit the Report Form to the LSO)

The Lead Safeguarding Officer will determine (possibly in consultation with the Police, Social Services and/or the WTSF Case Management Group, the route for further action to be taken (eg does the matter appear to be poor practice or possible abuse? The LSO will record all actions taken and agreed.

Actions considered to be poor practice or Breach of Code of Conduct

The LSO should inform the subject of concerns of intention to pass concerns to the employing or deploying organisations safeguarding lead

The LSO to contact the safeguarding Lead or the employing/deploying organisation and pass on concerns. The LSO will record actions and any plans agreed. The LSO will follow up in writing within 24hrs, copying in the individual.

Actions considered to be possible Child Abuse and/or Criminal Offence

If the matter appears urgent and indicates a high level of risk to the child/ren, the LSO should contact either the Police or Social Services. OR Contact the Safeguarding Lead of the subjects' employing/deploying organisation and secure and record their commitment to refer to the statutory agencies and seek confirmation when this has been undertaken. If not agreed, contact the agencies directly.

The LSO will record actions and any plans agreed and follow up referrals within 24 hrs