
NORTH INCH JUNIOR GOLF CLUB SAFEGUARDING POLICY

RESPONDING TO CONCERNS

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RESPONDING TO CONCERNS ABOUT A CHILD

A set procedure for responding to a wellbeing or protection concern about a child makes sure that everyone is clear on what action to take in the event of a concern being raised. The procedure is based on three steps: Respond, Record, Report.

The following principles underpin the procedure:

- The wellbeing of the child is the paramount consideration.
- Parents/carers have the primary responsibility for the safety and wellbeing of their children and where possible the club should work in partnership with parents/carers when there are concerns about a child.
- Children have the right to say what they think in all matters affecting them and to have their views taken seriously (Article 12, UNCRC). It is important therefore to seek the views of the child, where relevant and appropriate, and to seek their consent for further reporting of the concern.
- Where the concern about a child's wellbeing suggests that they are in need of protection, the information must be passed on to police/social work with or without the child's consent for the purposes of their protection. Allegations of abuse must always be taken seriously. No member of the club shall investigate allegations of abuse or decide whether or not a child has been abused.

For advice and guidance when/if the Club CSO is unavailable, or when an immediate response is required, contact the police and social work services directly. Record any advice.

WHAT TO DO IF THERE IS A WELLBEING CONCERN ABOUT A CHILD

Members of the sports volunteers/staff may be informed in different ways with regards to details of a concern about a child. This may be:

- A direct disclosure by a child
- Through observation of a child, demonstrated by a change in their behaviour, appearance or nature
- Information that is shared from another individual or organisation

Respond

Any wellbeing concern about a child should be considered in line with the GIRFEC wellbeing indicators and may be discussed with parents/carers. For example, if a child seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement.

Common sense is advised in these situations and the best interests of the child will be considered as to what is the best support for each individual child. Children will be asked who they feel is suitable to be informed and when relevant, consent should be gained from the child.

Record

Make a written record of the wellbeing concern as soon as possible using the *Concern Recording Form*, completing as much of the form as possible.

Report

All wellbeing concerns should be reported to the Club Safeguarding Officer as soon as possible. The CSO may escalate the concern to the child's school or to police/social work if this is considered appropriate.

WHAT TO DO IF A CHILD DISCLOSES ABUSE

RESPOND

Good practice:

- React calmly so as not to frighten the child.
- Consider what requirements a child may need to communicate effectively (e.g. do they have an additional support needs, is English their first language etc.).
- Listen to the child and take what they say seriously. Do not show disbelief.
- Reassure the child they are not to blame and were right to tell someone.
- Avoid asking any questions. If necessary only ask enough questions to gain basic information to establish the possibility that abuse may have occurred. Only use open-ended, non-leading questions e.g. Who? What? Where? When?
- It's important to explain to the child who you may need to share information with and why. Don't promise to keep information to yourself.
- Do not introduce personal information from either your own experiences or those of other children.
- Pass on the information to the Club Safeguarding Officer/or social work services or the police without delay

Avoid:

- Panicking
- Showing shock or distaste
- Probing for more information than is offered
- Speculating or making assumptions
- Approach the individual against whom the allegation has been made
- Making negative comments about the person against whom the allegation has been made

RECORD

Make a written record of the information as soon as possible using the Concern Recording Form, completing as much of the form as possible

REPORT

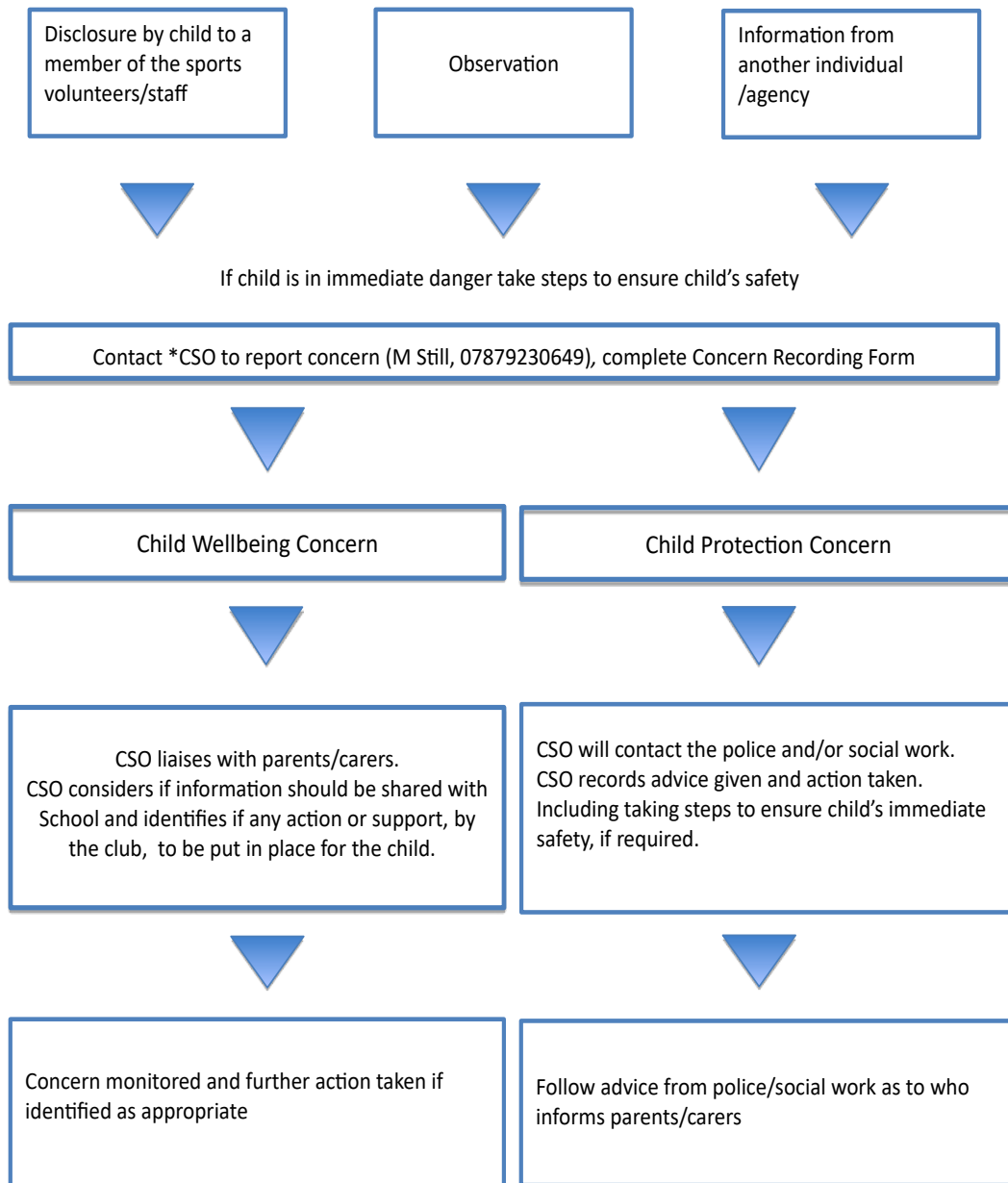
Advise the Club Safeguarding Officer as quickly as possible. This should not be delayed by gathering information to complete all sections of the form. The information in the form will help the Club CSO, police and social workers to decide what action to take next.

Sharing Concerns with Parents/Carers

Where there are concerns that that Parents/Carers may be responsible for, or have knowledge of, the abuse sharing concerns with the parents/carers may place the child at further risk. In such cases advice must always firstly be sought from the police or social work services as to when and who should inform the parents/carers. Further guidance and support is available from the Scottish Golf Safeguarding Officer who can be contacted on 01334 466478 or safeguarding@scottishgolf.org.

For all other concerns, parents/ carers should be notified that a referral has been made at the earliest opportunity.

TEMPLATE FLOWCHART FOR RESPONDING TO A CHILD WELLBEING OR PROTECTION CONCERN



*If the Club Safeguarding Officer is unavailable contact their designated deputy (C Partridge 07738272960)
In the case of a child protection concern do not delay contacting Police/Social Work.

At any stage Scottish Golf Safeguarding Officer: 07812665164 may be contacted for advice / support.

RESPONDING TO CONCERNS ABOUT THE CONDUCT OF AN ADULT

In all cases where there are concerns about the conduct of an adult towards a child, the best interests and wellbeing of the child will be the paramount consideration. These procedures aim to ensure that all concerns about the conduct of an adult are dealt with in a timely, appropriate and proportionate manner. No member of the club in receipt of information that causes concern about the conduct of an adult towards children shall keep that information to himself or herself, or attempt to deal with the matter on their own.

At any point in responding to concerns about the conduct of an adult, advice may be sought from the police or social work services.

If the club is notified that a member of staff is under consideration for listing by Disclosure Scotland, a precautionary suspension should be put in place pending the outcome. A suspension is not a form of disciplinary action.

Initial Reporting of Concerns

Any concerns for the wellbeing of a child arising from the conduct of an adult must be reported to the Club Safeguarding Officer on the day the concern arises, as soon as practically possible.

Where the concern is about the Club Safeguarding Officer, concerns should be reported to the Chief Executive /Chair of the Board or similar senior figure.

Record

Make a written record of the information as soon as possible using the *Concern Recording Form* completing as much of the form as possible.

Report

Advise the Club Safeguarding Officer as quickly as possible. This should not be delayed by gathering information to complete all sections of the form. The information in the form will help the Club CSO to decide what action to take next.

For advice and guidance when/if the Club CSO is unavailable, or when an immediate response is required, contact the CSO's designated deputy.

Actions taken and reasons for decisions shall be recorded (in the order in which they happen) on the *Concern Recording Form*. This should be signed and dated by the Club Child Safeguarding Officer or the person appointed to manage the response process.

1. Establish the Basic Facts

Once the concerns have been reported, the Club Safeguarding Officer, or the person appointed to manage the response process will:

- Establish the basic facts
- Conduct an initial assessment of the facts in order to determine the appropriate course of action
- Consult external agencies such as the police and social work services for advice at any time. This is important because they may hold other important information which, when considered alongside the current concerns, builds a significant picture of concern.

2. Conduct an Initial Assessment

The purpose of the initial assessment is to clarify the nature and context of the concerns. It should determine if the adult's conduct was inappropriate behaviour, serious poor practice/misconduct or whether there is reasonable cause to suspect an adult's behaviour and conduct has been criminal. Every situation is unique so guidance cannot be prescriptive.

- Where the established facts support a concern of criminal behaviour, the initial assessment will not form part of the disciplinary investigation
- Subject to the nature and seriousness of the situation, if it is not clear at this stage whether a criminal offence may have been committed, the member of staff/volunteer *may* be approached as part of the information gathering process.
- Where the nature and seriousness of the information suggests that a criminal offence *may* have been committed, or that to assess the facts may jeopardise evidence, advice will be sought from the police before the adult is approached.
- An initial assessment of the basic facts may require the need to ask a child some basic, open-ended, non-leading questions solely with a view to clarifying the basic facts. It may also be necessary to ask similar basic questions of other children, or other appropriate individuals.
- Interviewing children about possible abuse and criminal offences is the sole remit of specially trained police officers and social workers. Questioning of children by those conducting an initial assessment should always be avoided as far as possible. If it is necessary to speak to the child in order to clarify the basic facts, best practice suggests that consent is obtained from a parent/carer.

Possible outcomes of initial assessment:

- i No further action (facts do not substantiate complaint)
- ii Situation is dealt with under Club Disciplinary Procedures
- iii Child Protection investigation (jointly by police and social work services)
- iv Criminal investigation (by the police). The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases
- v Civil proceedings (by the child/family who raised the concern)

Initial assessment supports concerns about poor practice and/or misconduct

In the event of an investigation into the conduct of a member of the sports volunteers/staff, all actions will be informed by the principles of natural justice:

- They will be made aware of the nature of the concern
- They will be given an opportunity to put forward their case
- The club will act in good faith, ensuring the matter is dealt with impartially and as quickly as possible in the circumstances

Any impact on a child's wellbeing caused by an adult's poor practice/or misconduct will be managed under the club's disciplinary policy. Pending the outcome of an investigation, precautionary suspension will be considered in all cases where there is a significant concern about the conduct of an adult towards a child.

Where the circumstances meet the referral criteria set out in the Protection of Vulnerable Groups (Scotland) Act 2007, the sport has a legal duty to make a referral to Disclosure Scotland.

Initial assessment supports concerns about possible criminal behaviour

If the initial assessment gives reasonable cause to suspect an adult's behaviour has been a criminal offence, the Club Safeguarding Officer (CSO) will report the concerns to the police as soon as possible on the day the information is received.

Referrals to the police will be confirmed in writing by the CSO within 24 hours. A copy of the Concern Recording Form will be provided to the police on request.

Appropriate steps will be taken to ensure the safety of the child(ren) who may be at risk. The parents/carers of the child(ren) involved will be informed as soon as possible following advice from the police.

Advice will firstly be obtained from the police about informing the adult involved in the concerns. If the advice is to inform them, they will be told that information has been received which may suggest an allegation of abuse or possible criminal offence. As the matter will be sub judice (i.e. under judicial consideration) no details will be given unless advised by the police. All actions will ensure the best evidence is preserved for any criminal proceedings while at the same time safeguarding the rights of the adult.

Precautionary Suspension

In line with the club's disciplinary policy the adult involved may be suspended whilst an investigation is carried out. The adult will be informed in writing of the reason for the suspension. Suspension is not a form of disciplinary action.

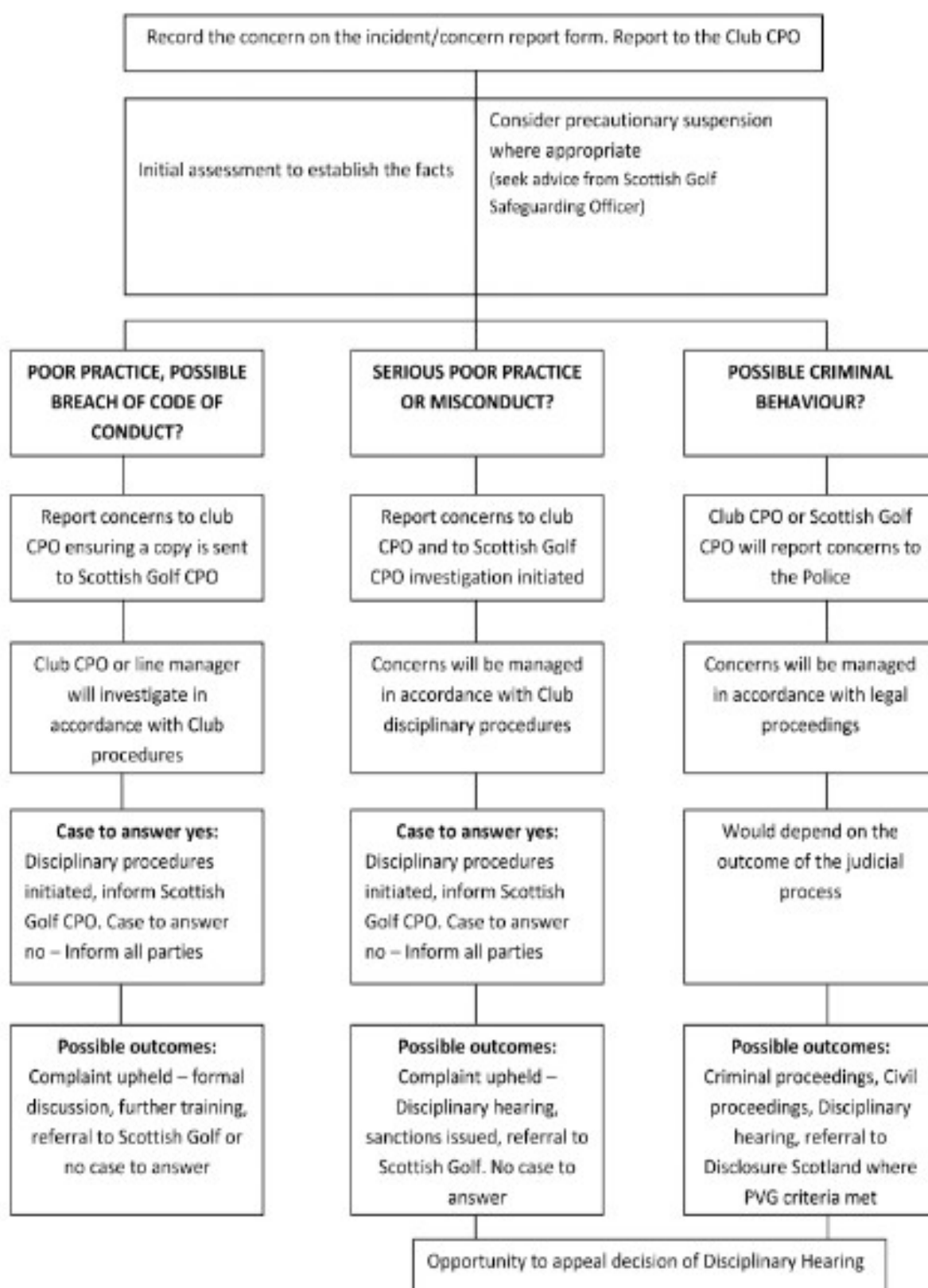
Any disciplinary action taken must not jeopardise an ongoing criminal investigation. The police should be asked for advice. The initial assessment will not form part of the disciplinary investigation.

Non-recent Allegations of Abuse

Allegations of abuse may be made some time after the event e.g. an adult who was abused as a child by someone who is still currently working with children. The same procedures will be followed in the event of an allegation of non-recent abuse. For further guidance please refer to the 'Responding to Adult Disclosures of Childhood Sexual Abuse' briefing paper at: <http://www.children1st.org.uk/what-we-do/how-we-help/safeguarding-in-sport/safeguarding-in-sport-resources/>

Media All media enquiries relating to the conduct of a member the sports volunteers/staff should be referred to the club's nominated representative – e.g. Child Safeguarding Officer/secretary. It is advisable to seek support from the Scottish Golf.

TEMPLATE FLOWCHART FOR RESPONDING TO CONCERNS ABOUT THE CONDUCT OF AN ADULT



CONCERN RECORDING FORM

- Complete Part A of this form if the concerns relate to the general wellbeing of a child.
- Complete Part A and B if the concerns relate to possible child abuse.

PART A WHERE THERE ARE CONCERNS ABOUT GENERAL WELLBEING OF A CHILD

Where the concern does not involve the possibility of abuse, worries may be discussed with parents/carers.

Any significant incidents that cause concern about the wellbeing of a child should be recorded and reported to the Club Safeguarding Officer and parents/carers as soon as possible. Seek advice from the CSO, the Scottish Golf CSO or the Safeguarding in Sport service if you are not sure what to do if there are concerns about the general wellbeing of a child.

1. Child's Details

Name:	Date of Birth:
Address:	School:
Postcode:	
Tel No:	
Preferred Language:	Is an interpreter required? YES / NO
Any Additional Needs?	

2. Details of situation giving rise to concerns (including date, time, location, nature of concern, who, what, where, when, why)

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3. Details of any witnesses/other people involved (including names, addresses and telephone contacts)

4. Details of any injuries (including all injuries sustained, location of injury and action taken.

5. Child's views on situation (if expressed). Where possible, please use the child's own words.

PART B WHERE THERE ARE CONCERNS ABOUT THE CONDUCT OF AN ADULT

6 Details of person about whom there is a concern

Name:	Relationship to Child:
Address:	Tel No:
Postcode:	

7 Details of concerns: (date, time, location, nature of concern, who, what, where, when, why, continue on a separate sheet if necessary)

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8 Details of any action taken

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9 Details of other persons/agencies contacted: (including date, time, name of person contacted and advice received)

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10. Have the child's parents/carers informed? YES/NO If yes, record details / If no please state why not:

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Part C – YOUR CONTACT INFORMATION

11. Details of Person Recording Concerns

Name:	Position/Role:
Address	Tel No:

