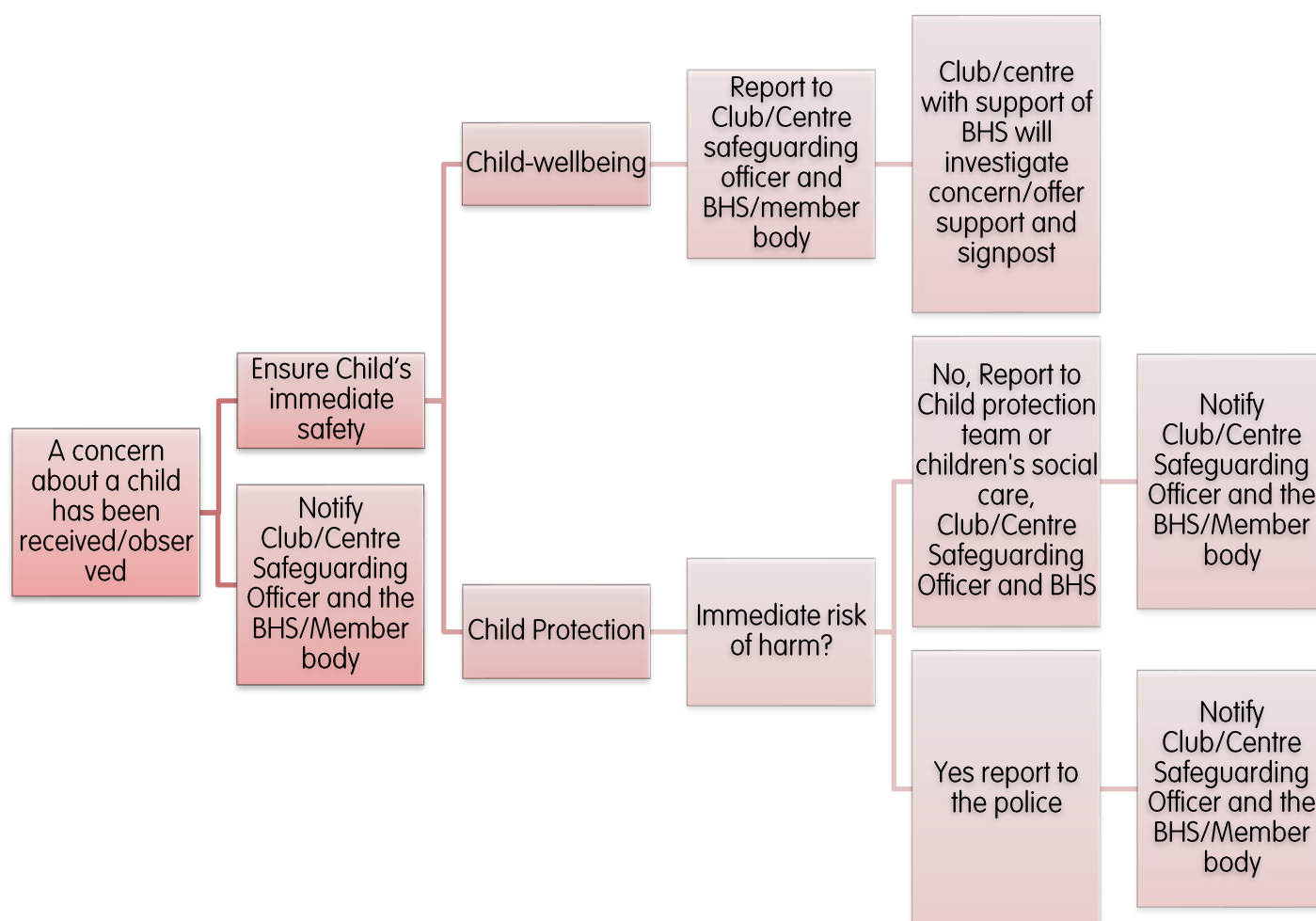


How to report a safeguarding concern

This booklet aims to give you all the information in a step-by-step way of how to report a Safeguarding Concern to the BHS.

More advice is available www.bhs.org.uk/safeguarding or by calling the Safeguarding Team on 02476 840746

Reporting concerns process



The following information in this 'How to Guide' is designed to take you through the reporting process as shown in this flow chart in more detail.

Safeguarding Concerns/Allegations

Even the most experienced coach or volunteer may feel a sense of fear and anxiety when receiving information about an incident or allegation that has occurred or is being reported. Remember to stay calm and that your Lead Safeguarding Officer is there to help.

Advice and guidance is also available from other organisations such as the NSPCC, The Samaritans, Ann Craft Trust and the Child Protection in Sport Unit if needed.

Always remember that:

- Safeguarding children and adults 'at risk' is everyone's responsibility
- Children and adults 'at risk' have a right to be safe and should be protected from all forms of abuse and neglect
- It is better to help children and adults 'at risk' as early as possible, before issues escalate and become more damaging
- Children/adults 'at risk' and their families are best supported and protected when there is a co-ordinated response from all relevant agencies

What is a Safeguarding Concern?

A safeguarding concern is something that has been raised or brought to your attention regarding a young person or adult at risk being harmed or it might relate to their well-being or health of a young person or adult at risk. For example, a participant has told you that a family member has been abusing them. It may also be a concern regarding a member of staff or volunteer and their behaviour around young people or adults at risk. For example, a coach has been reportedly swearing and emotionally abusing young people in their lesson.

Responding to a disclosure

If you are in a situation where a child or adult 'at risk' discloses something to you there are a number of things you should remember to do:

Actions to Take	Actions to Avoid
<p>You should try to:</p> <ul style="list-style-type: none"> • Stay calm • Find a quiet and safe place to have a conversation • Listen carefully to the child/adult 'at risk' • Reassure the child/adult 'at risk' that they have done the right thing and they are not to blame • Explain what you will do next e.g. pass the information onto the appropriate person • Record down the facts as soon as you can, using the persons own words. • Report the concern to your line manager/safeguarding officer as soon as possible whilst the details are still fresh in your mind and action can be taken quickly 	<p>You should try not to:</p> <ul style="list-style-type: none"> • Panic • Make promises or agree to keep confidentiality • Ask leading questions • Allow expressions of shock or distaste to show • Speak to the alleged perpetrator • Make a judgement on whether the child/adult 'at risk' is telling the truth or not • Speculate or make assumptions

If the person disclosing to you is over 18 and considered to be an Adult 'at risk' you must obtain their consent before reporting the concern. If you are worried about the immediate safety of that adult then always report the concern and seek further advice.

If you believe a child is at immediate risk of harm then you must report this to the Police or local Social Services Immediately.

Things to do

As soon as you are able to you should write down what you have been told word for word where possible. If you have been able to make notes whilst the disclosure has been taking place then that would be ideal, but there isn't always time to grab a pen and paper.

Try to only write the facts and not your own opinion.

Try to make a note of non-verbal behaviours.

Show the individual your notes and that you have recorded the correct information.

Record the date and time the record was made and sign it.

Remember that not all disclosures or concerns happen when an individual physically discloses them to you. Many concerns arise from non-verbal behaviour exhibited by the individual such as a change in behaviour, fear of certain people or there may be physical signs such as personal hygiene issues or frequent injuries.

As individuals working with children and adults 'at risk' on a regular basis we have an important part to play in identifying if they are or have been harmed.

How to record the information and what is needed

When reporting concerns to the Police, Local Authority or even the BHS there will be certain details that they need to know, such as name, age, address, contact details as well as details of the concern or allegation. We have a 'Reporting form' that can be used to gather the information needed and help it to be recorded in a logical way.

This form (below) can be used to keep a record of the concern for your own files as well as being easy to follow for any authorities that you disclose the information to.

If you have seen any marks or bruises on the individual's body then you may also want to record this on a body map. On the map you need to:

- Provide a brief description of harm or injury such as:
 - Red areas; Bruises; Cuts, lacerations and wounds; Scalds and burns; Swellings and
 - Size, Colour
- Indicate if and what the explanation was for the mark – if the young person or adult 'at risk' has made reference to them

NOTE. As the wound or mark changes a new record should be made.

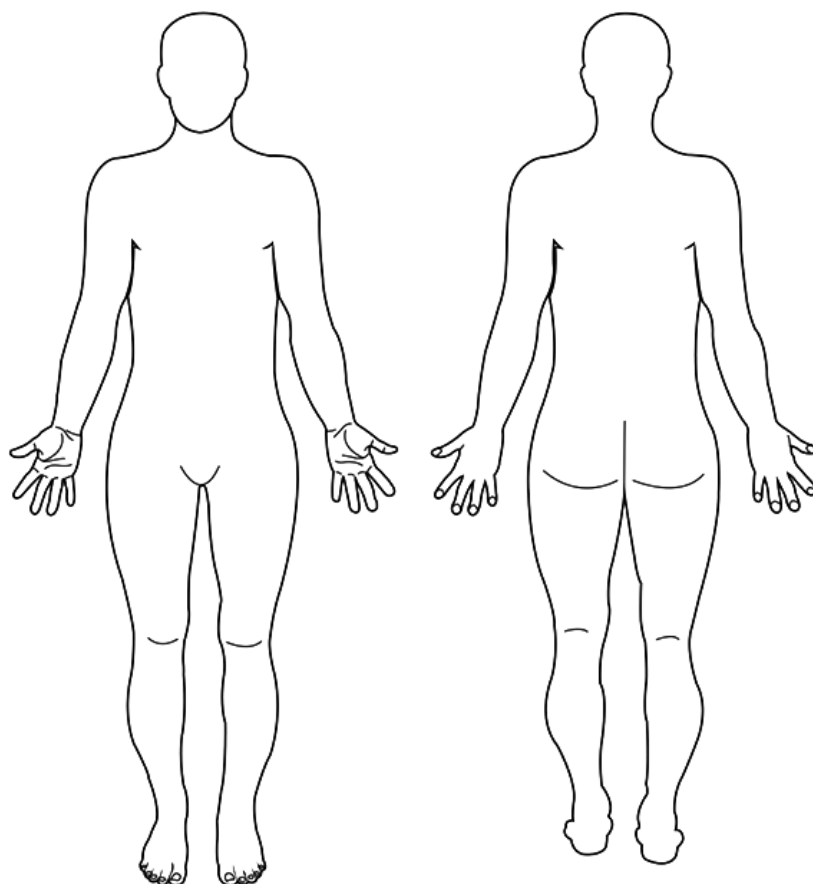
A copy of all body charts must be kept in the individuals records and stored safely and confidentially

Remember it is your job to report the concern or allegation on to the most appropriate person not to investigate.

Reporting form and Body Map

Name of person who received concern:		Centre/Club/Coach Details (including address if known):	
Case reference number:		Date concern was reported:	
Name of the person the concern is about:		Age/Date of birth:	
What is the concern? (include details of the person whose behaviour has raised concerns)			
When and where did this concern/incident occur?			
Do you have any other comments?			
Next Action			
Other contact information required e.g. police			
Have you reported this concern to your governing body? Yes/No (please circle)			
Please indicate your reason to share/not share:			

Who else needs to have this information:	Reasons for sharing the information:
Notes:	
Your name:	Role:
Address:	Email address:
	Phone No:
Signed:	Date:



Reporting a Concern to the BHS or Local Authority/Police

When reporting a concern to the BHS or Local authority there is no need to panic. Remember you have the child/adult 'at risk's best interest at heart.

The BHS and the Local Authority will ask you various questions so that they can fill out their own reporting forms. Most of the information you will need to provide you will have recorded on your own 'reporting form' or will have it in your rider registration forms. They will advise you on the next action you should take or advise where to go for further help and support.

There may be times when you receive a further call from an agency e.g. Children's Social Care or the Police, asking you for information about an incident that has been reported to them.

As long as you have filled in your **Reporting Form**, this will help you to be clear about the details and you should follow the same procedures.

What happens next

If it has been reported to the local authority they will look at the disclosure or allegation that has been made and decide if it meets a certain threshold for them to investigate. If it meets a certain threshold they will often start to get other agencies involved to start a multi-agency approach to investigate the concern. If it does not meet their threshold, they will refer the case back to the officiating member body or BHS for an internal investigation.

If there is an internal investigation the BHS alongside the club/centre will investigate the concern further. The BHS may refer the case onto the BEF Lead Safeguarding Officer for their advice or for Case Management action.

Support for all involved

We understand that anything relating to Child Protection incidents can be distressing for all involved. It is therefore important to be aware of sources of support and help that may be available in this situation.

You may also feel the need to be reassured that the issues are being dealt with in the best possible way with the interests of the child/young person/adult 'at risk' being paramount.

Maintaining confidentiality is essential and therefore, when seeking support from a recommended source, you will be expected to keep the personal details of individuals concerned confidential.

Information for those who have reported concerns or an incident:

- Your report will be treated in a fair and transparent way at all times
- If the person against whom you have reported concerns is suspended from their role it is important to remember this is a neutral act; it protects all parties involved
- You will be assigned a designated contact from your organisation. This person will be your point of contact for the duration of the complaint. If you have any queries or concerns you should contact them initially
- Your designated contact is there to support you. You will receive regular communication regarding your report from your designated contact and be kept up to date with the progress of your concern
- The person against whom you have complained will have a different designated contact.

Other Support Agencies

NSPCC Helpline

24-hour free and confidential telephone helpline that provides counselling, information and advice to anyone concerned about a child at risk of ill treatment or abuse: **0808 800 5000**

Textphone / Webcam (for deaf or hard-of-hearing) 18001 0808 800 5000 / SignVideo ; email help@nspcc.org.uk or report concerns online through www.nspcc.org.uk/reportconcern

Child Line

24-hour free and confidential telephone helpline for children: **0800 1111**

The Samaritans

Nationwide, non-religious, non-political 24-hour confidential support line: **08457 90 90 90**

www.samaritans.org.uk

Victim Support

Local Victim Support services provide emotional support, information and practical help for victims and witnesses: **0845 3030 900**

Child Protection in Sport Unit (CPSU)

Tel: 0116 234 7278

www.thecpsu.org.uk

Ann Craft Trust

Tel: 0115 951 5400

<https://www.anncrafttrust.org/>



BHS Safeguarding Team

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safeguarding@bhs.org.uk

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