

### **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 who completes a safeguarding incident report form and forwards a copy to the Sheffield & Hallamshire County FA (SHCFA)

Designated Safeguarding Officer (DSO).

Designated Safeguarding Officer (if appropriate in consultation with The FA Case Management Team) 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.

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

Disciplinary appeals process

appropriate.

## Possible Child Abuse/Criminal Offence

In consultation with statutory agencies and LADO:

DSO & The FA Case Management 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

Full disciplinary investigation undertaken and hearing held outcomes and possible appeal.

DSO 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.)



### 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 Club Welfare Officer (CWO) or event Safeguarding Lead.

CWO/Safeguarding Lead Officer completes the safeguarding incident report form and forwards a copy to the SHCFA DSO.

DSO (if appropriate in consultation with The FA Case Management Team 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

DSO contacts individual of concern and informs them of poor practice investigation and ask them to submit a statement/observation and a estimated timescale for conclusion

DSO to contact other possible observers for witness accounts.

DSO (with consultation of the SHCFA Discipline Department if applicable) to determine sanction, if any or actions to be taken by individual.

All evidence and information recorded and stored appropriately and incident submitted on Poor Practice Spreadsheet

## 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,

or

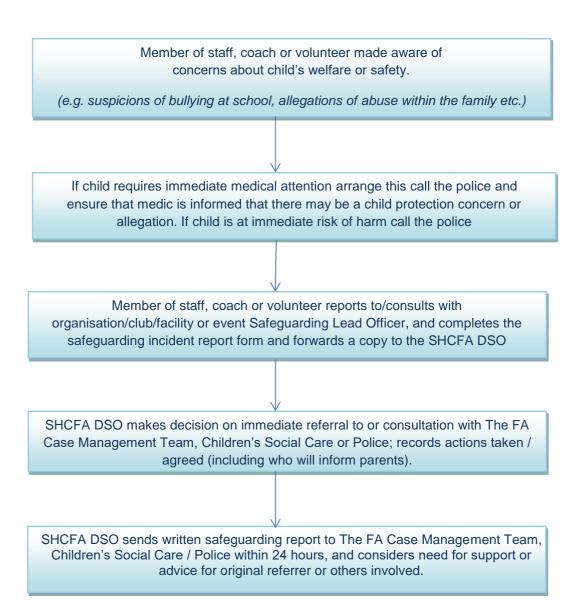
Contact the safeguarding lead in the individual's employing/deploying organisation to pass on the information. Secure and record their commitment to refer to statutory agencies, and seek confirmation when this has been undertaken. If not agreed - contact statutory agencies directly.

Safeguarding Lead Officer records actions and plans agreed and follows up referrals in writing within 24 hours.



### **Outline safeguarding reporting procedure concerns**

3. About children and young people arising outside of sport (e.g. at home, school or in the community)



Below is the Sheffield & Hallamshire County FA's Safeguarding team. One of the individuals on this team will be in the SHCFA offices when you call.



