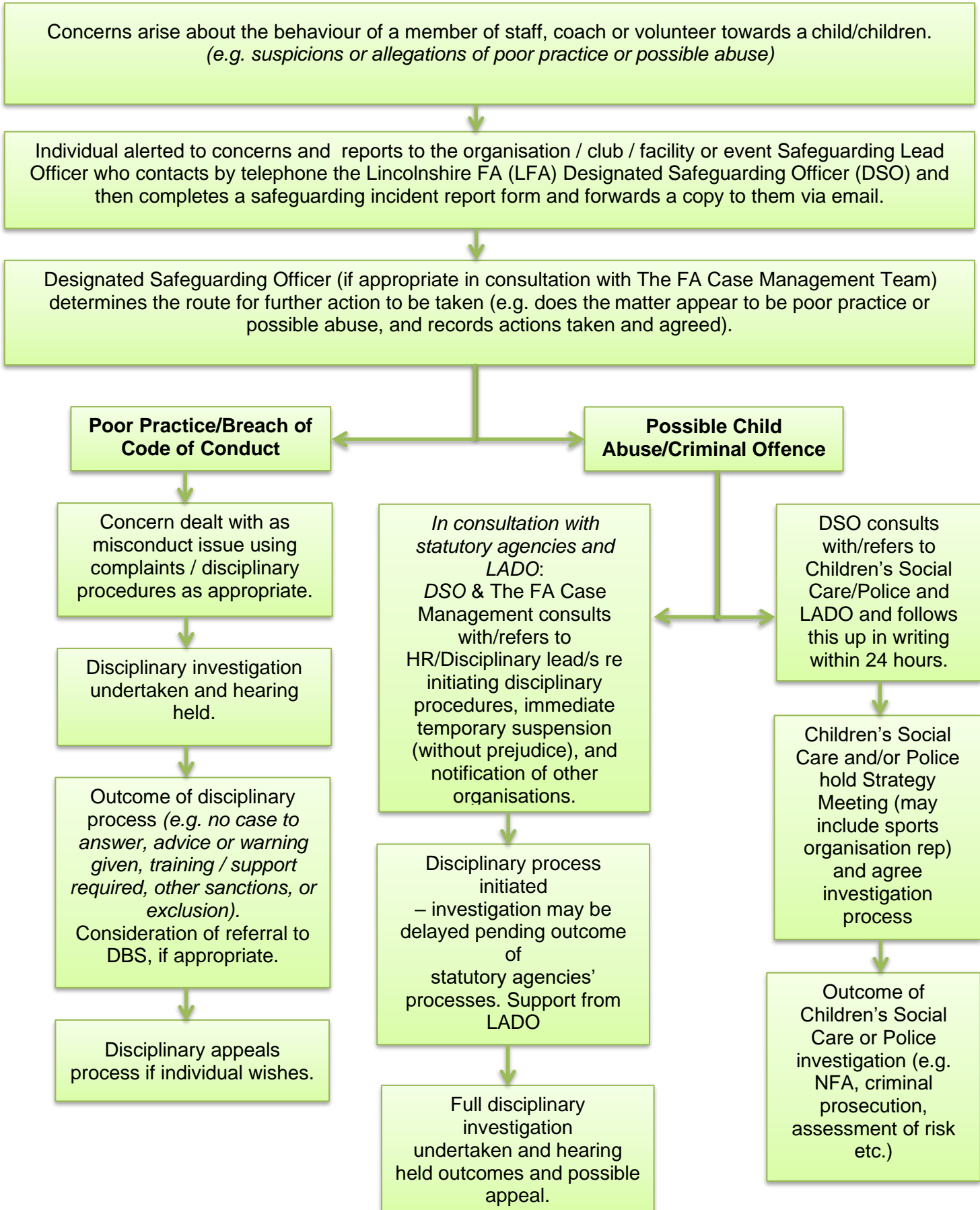


Lincolnshire FA Procedure Flowchart

Outline safeguarding reporting concerns procedure



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 and reports to the organisation / club / facility or event Safeguarding Lead Officer who contacts by telephone the Lincolnshire FA (LFA) Designated Safeguarding Officer (DSO) and then completes a safeguarding incident report form and forwards a copy to them via email.

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 agreed).

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 appropriate.

Disciplinary appeals process if individual wishes.

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 LADO

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

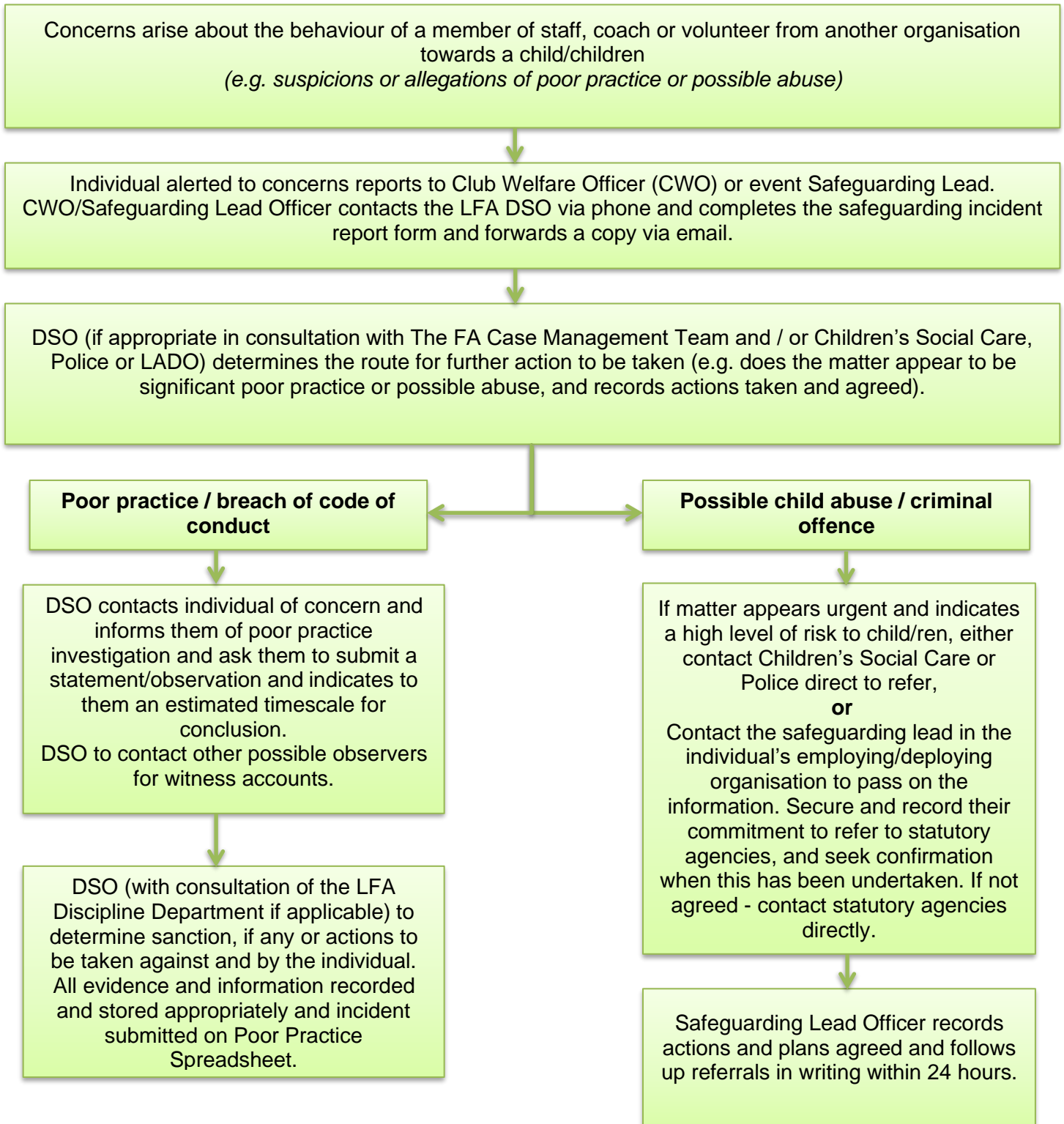
Outcome of Children's Social Care or Police investigation (e.g. NFA, criminal prosecution, assessment of risk etc.)

Lincolnshire FA Procedure Flowchart

Outline safeguarding reporting concerns procedure



About the behaviour of another organisation's staff member or volunteer (e.g. allegations reported about an individual working for a partner organisation)

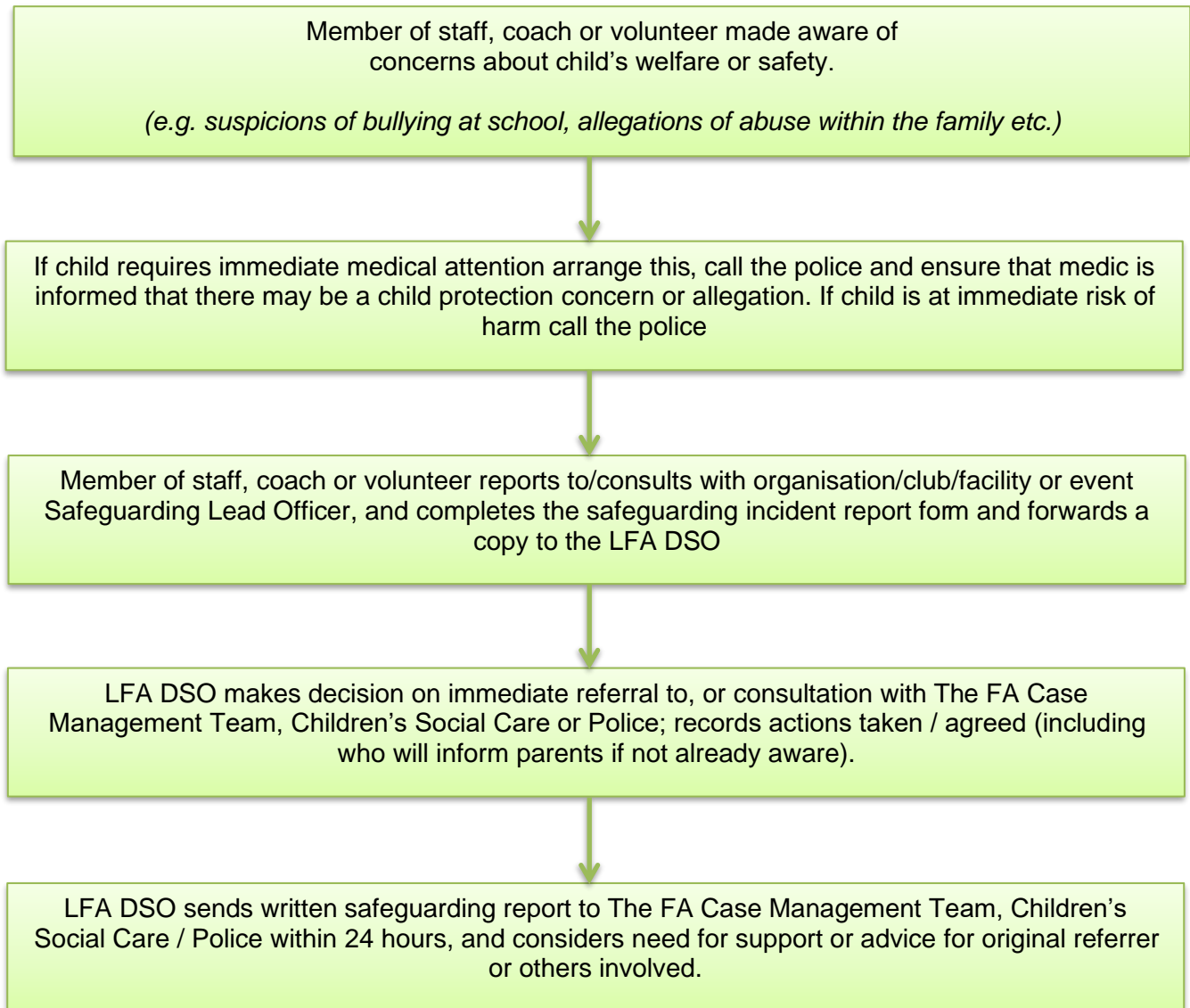


Lincolnshire FA Procedure Flowchart

Outline safeguarding reporting concerns procedure



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



Below is the Lincolnshire FA's Safeguarding team. If a member of the safeguarding staff isn't available a member of the LFA staff will field the call / referral and pass to the safeguarding team who will respond as a matter of urgency.

Lincolnshire FA Procedure Flowchart

Outline safeguarding reporting concerns procedure



Lincolnshire FA Safeguarding Team



LFA Board Safeguarding Champion

Leanne Mayo

Senior Safeguarding Lead

Mr Nick Hanson

Deputy Safeguarding Lead

Mr Adam Lowthorpe

Designated Safeguarding Officer

Mrs Sarah Pridmore

Deputy Designated Safeguarding Officer

Mr Adam Thurton