Outline safeguarding reporting concerns procedure



prosecution,

assessment of risk

etc.)

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 **Possible Child Code of Conduct Abuse/Criminal Offence** Concern dealt with as In consultation with DSO consults misconduct issue using statutory agencies and with/refers to complaints / disciplinary LADO: Children's Social procedures as appropriate. DSO & The FA Case Care/Police and Management consults LADO and follows with/refers to this up in writing HR/Disciplinary lead/s re within 24 hours. Disciplinary investigation initiating disciplinary undertaken and hearing procedures, immediate held. temporary suspension Children's Social (without prejudice), and Care and/or Police notification of other hold Strategy Outcome of disciplinary organisations. Meeting (may process (e.g. no case to include sports answer, advice or warning organisation rep) Disciplinary process given, training / support and agree required, other sanctions, or initiated investigation investigation may be exclusion). process delayed pending outcome Consideration of referral to DBS, if appropriate. of statutory agencies' Outcome of processes. Support from Children's Social LADO Care or Police Disciplinary appeals investigation (e.g. process if individual wishes. NFA, criminal

Full disciplinary

investigation

undertaken and hearing

held outcomes and possible appeal.

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)

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 contacts the LFA DSO via phone and completes the safeguarding incident report form and forwards a copy via email.

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 indicates to them an estimated timescale for conclusion.

DSO to contact other possible observers for witness accounts.

DSO (with consultation of the LFA Discipline Department if applicable) to determine sanction, if any or actions to be taken against and by the 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 concerns procedure



About children and young people arising outside of sport

(e.g. at home, school or in the community)

Member of staff, coach or volunteer made aware of concerns about child's welfare or safety.

(e.g. suspicions of bullying at school, allegations of abuse within the family etc.)

If child requires immediate medical attention arrange this, call the police and ensure that medic is informed that there may be a child protection concern or allegation. If child is at immediate risk of harm call the police

Member of staff, coach or volunteer reports to/consults with organisation/club/facility or event Safeguarding Lead Officer, and completes the safeguarding incident report form and forwards a copy to the LFA DSO

LFA DSO makes decision on immediate referral to, or consultation with The FA Case Management Team, Children's Social Care or Police; records actions taken / agreed (including who will inform parents if not already aware).

LFA DSO sends written safeguarding report to The FA Case Management Team, Children's Social Care / Police within 24 hours, and considers need for support or advice for original referrer or others involved.

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.

Outline safeguarding reporting concerns procedure



Lincolnshire FA Safeguarding Team



LFA Board Safeguarding Champion

Mrs Shan Jaehrig

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