



Safeguarding Quick Guide 2019

Please note this is an abridged version of Rounders England's Safeguarding Policy & Procedures document. To view the full document please [click here](#)

Contents

Definitions

Chapter 1. Policy Statement

- 1.1 Principles and Legislation
- 1.2 Commitment
- 1.3 Scope
- 1.4 Membership of Rounders England
- 1.5 Monitoring Procedures

Chapter 2. Recruitment, Employment & Deployment of Staff and Volunteers

- 2.1 Recruitment
- 2.2 Employment Deployment
- 2.3 Monitoring and Appraisal
- 2.4 Complaints and Disciplinary Procedures
- 2.5 Team Appointments
- 2.6 The Recruitment Process

Chapter 3. Promoting Good Practice with Young People

- 3.1 Good Practice Guidelines
- 3.2 Codes of Practice
- 3.3 Positions of Trust
- 3.4 Guidelines on Photography and use of Videos
- 3.5 Social Media Policy
- 3.6 Supervision Ratios
- 3.7 Missing Child Procedures
- 3.8 Changing Rooms
- 3.9 First Aid including Physiotherapy Treatment
- 3.10 Transporting, Drop off and collecting Young People Procedure

Chapter 4. Recognition of Poor Practice, Abuse and Bullying

- 4.1 Poor Practice
- 4.2 Abuse
- 4.3 Equality Policy
- 4.4 Bullying and Cyber Bullying

Chapter 5. Responding to Disclosure, Suspicions and Allegations

- 5.1 How to respond to a disclosure from a Young Person
- 5.2 Responding to Concerns about Possible Abuse from OUTSIDE Rounders
- 5.3 Responding to Concerns about Possible Abuse from INSIDE Rounders
- 5.4 Reinstatement and Aftermath
- 5.5 Allegations of Non-recent Abuse
- 5.6 Records and Information
- 5.7 Confidentiality
- 5.8 Whistleblowing Policy
- 5.9 If an allegation is made against you

Chapter 6. Welfare Officers and Associated Groups

- 6.1 Role of the National Lead Safeguarding Officer
- 6.2 Role of the Welfare Officer
- 6.3 Safeguarding Steering Group
- 6.4 Rounders England Child Protection Case Management & Referral Group

Appendices

1. Useful Contacts
2. Rounders England's Guidance on Dealing with a Disclosure from a child
3. Roles & Responsibilities of the Lead Safeguarding Officer / WO

Definitions

The following definitions explain how specific terms are used within this document:

Position of trust: a position of trust refers to anyone who carries out work, paid or unpaid, on behalf of an agency and who has access to children and/or to privileged information about children as part of their work.

Volunteer: an individual who works or provides a service for free. This includes anyone who gets paid expenses without profit. Many positions within local clubs and teams rely on the work of volunteers.

Parent/Carer/Guardian: A parent or carer refers to the person who cares for the child and has responsibility for them in their day to day life.

Responsible adult: A responsible adult is any member of a club or team who works in a voluntary capacity to improve the team or club, for example it may be a parent who helps the coach during training sessions to supervise the children. Responsible adults are similar to parents and carers as they work with a club/team in order to ensure that all participants are safe.

Coach/Instructor: A coach is anyone qualified to Rounders England standard, level 1 as assistant coach or level 2 as coach

Child/Young person: A person under the age of 18 years old

Regulated Activity: is work which involves close and unsupervised contact with vulnerable groups including children, and which cannot be undertaken by a person who is on the Disclosure and Barring Service's Barred List.

Abuse: A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Safeguarding Partners: A safeguarding partner in relation to a local authority area in England is defined under the Children Act 2004 as: (a) the local authority, (b) a clinical commissioning group for an area any part of which falls within the local authority area, and (c) the chief officer of police for an area any part of which falls within the local authority area.

1: Policy Statement

Rounders England acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and CPSU requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- have a positive and enjoyable experience of sport at Rounders England in a safe and child centred environment
- Are protected from abuse whilst participating in Rounders or outside of the activity.

Rounders England acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy Rounders England will:

- promote and prioritise the safety and wellbeing of children and young people;
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people;
- ensure appropriate action is taken in the event of incidents/concerns of abuse and is done so in a timely fashion as mandated by local and national safeguarding procedures;
- provide support to the individual/s who raise or disclose the concern;
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored;
- prevent the employment/deployment of unsuitable individuals;
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in Rounders England. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

1.1 Principles and legislation

The guidance given in the procedures is based on the following principles and international legislation:

- The child's welfare is paramount;
- This policy recognises and builds on the legal and statutory definitions of a child;
- A young person is recognised as being under the age of 18 years (Children Act 1989 definition);
- An adult has the moral and statutory duty for the care of any child under the age of 18 under their supervision;
- All young people have the right to protection from abuse;
- All concerns about abuse or poor practice will be taken seriously and responded to swiftly and appropriately;
- All young people have the right to participate in Rounders in an enjoyable and safe environment;
- Young people have the right to expect appropriate support in accordance with their personal and social development with regard to their involvement in the sport of Rounders;
- It is the responsibility of the Statutory authorities to determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns;
- Confidentiality should be upheld in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and the Human Rights Act 2000. When a child is at risk of significant harm, any information held by Rounders England will be used to keep a child safe;

- Information will be shared on a need to know basis and where relevant and proportionate in line with the 7 golden rules of information sharing – See Appendix 11 for guidance;
- The Children Acts 1989 & 2004;
- The Protection of Children Act 1999 – all referenced to safeguarding checks. Safeguarding Vulnerable Groups Act 2006
- What to do if you are worried a child is being abused 2006;
- Working Together to Safeguard Children 2018;
- The Human Rights Act 2000
- United Nations Convention on the Rights of the Child

Working in partnership with young people, their parents and other agencies is essential for the protection of young people. Rounders England member Teams recognise the statutory responsibility of Children's Social Care Services to ensure the welfare of young people and will work with the Local Safeguarding Children's Board (LSCB) and the Children's Social Care Services to comply with their procedures.

1.2 Commitment

Rounders England and its members shall adopt the Safeguarding Policy and Procedures.

Training

Checks are only part of the process to protect young people from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

Rounders England will provide training opportunities for people involved/working with young people appropriate to their role and level of responsibility, details of which will be communicated throughout the sport and updated periodically. Rounders England expect updates to take place every three years.

1.3 Scope

The [Safeguarding Policy and Procedures](#) apply to Rounders England, its members and all other affiliated bodies in England.

Participants, Officials, Activators, Coaches, Administrators, Team Officials, parents and spectators should agree to comply with and sign up to the appropriate Rounders England Code of Practice, these can be found on our website [here](#). All such individuals by participating or being involved in Rounders are deemed to have agreed to and as such recognise and adhere to the principles and responsibilities embodied in the Code.

1.4 Membership of Rounders England

Abiding by and signing up to these Policies and procedures is a condition of membership and is incorporated in the constitution of the member body.

1.5 Monitoring Procedures

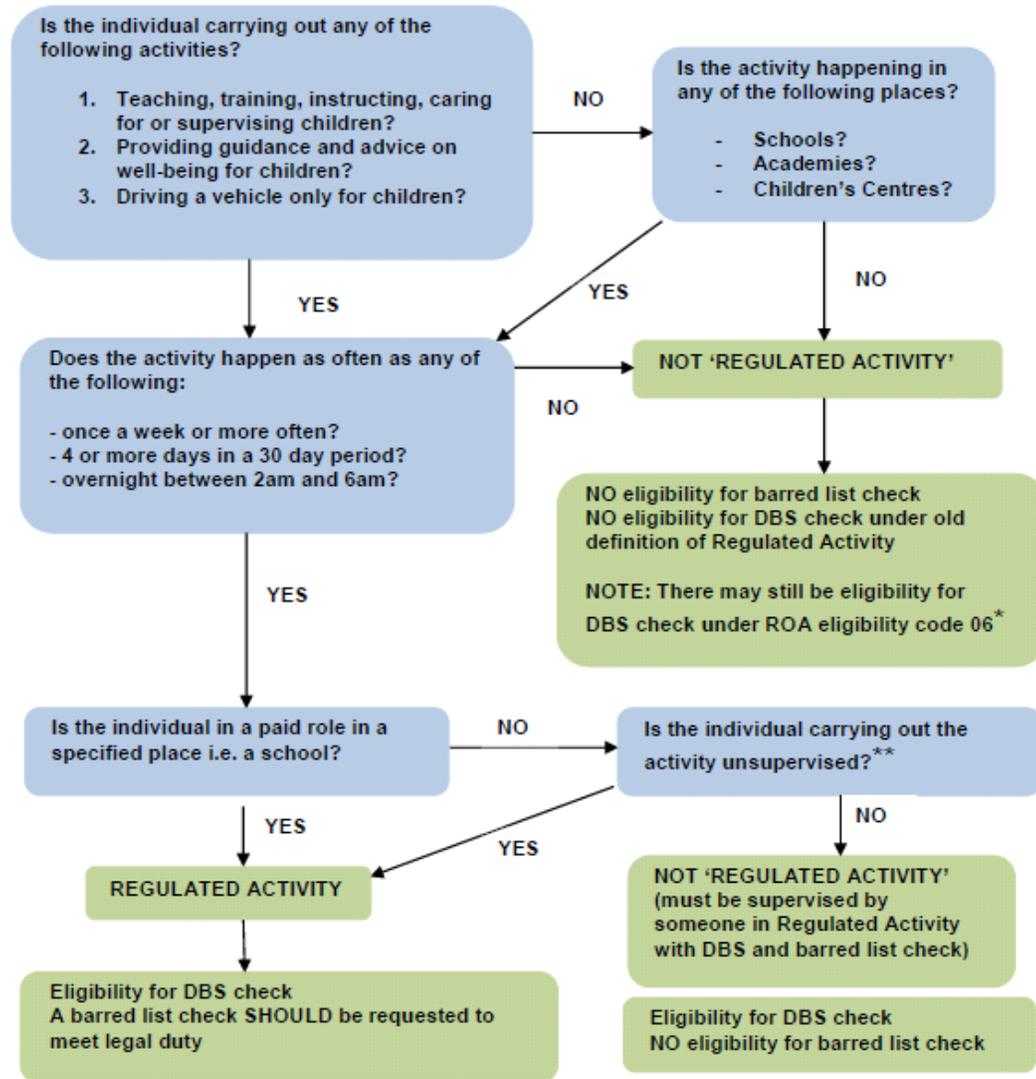
Rounders England's [Safeguarding Policy and Procedures](#) will be regularly monitored and a full policy review will take place every three years. The following situations may also require a review of the policy:

- Any changes in legislation;
- Any changes in governance of the sport;
- The learning from a significant case
- This document will be published on the Rounders England website and publicised in appropriate communications

Chapter 2: Recruitment, Employment & Deployment of Staff and Volunteers

2.1 Recruitment – Regulated Activity Flowchart

Flow chart to determine if an individual is in 'Regulated Activity':



* Rehabilitation of Offenders Act eligibility code 06 'Any position which otherwise involves regularly caring for, training, supervising or being solely in charge of children' is still available for sport to use. The word 'regularly' in this eligibility code is not linked to the requirements in the definition of 'Regulated Activity' – it is open to define by the organisation. It is suggested annually is not enough but an argument could be made for eligibility if an individual does an activity 8 times over the summer period or once a month for example. Appendix B lists all eligibility codes.

** To answer 'No' to this question the individual carrying out the activity must be supervised by an individual who is in 'Regulated Activity' themselves.

2.2 Employment & Deployment

Rounders England will provide training opportunities for people involved/working with young people appropriate to their role and level of responsibility.

2.3 Monitoring and Appraisal

Volunteers are monitored on a continual basis and will be given the opportunity to receive feedback. The training needs for both volunteers and staff are identified and met through the Rounders England training plan.

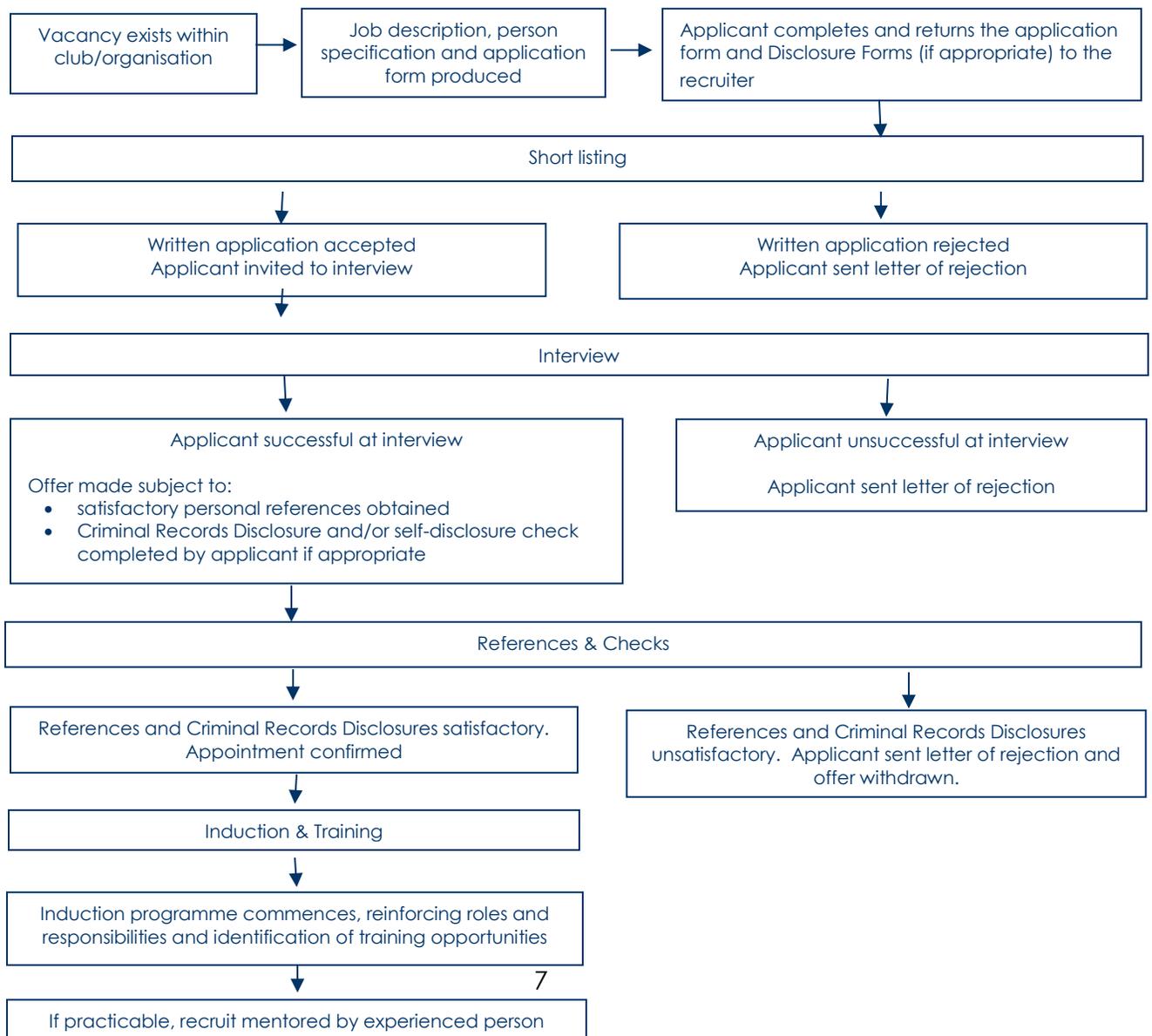
2.4 Complaints and Disciplinary Procedures

All Rounders England staff and volunteers will take responsibility for ensuring that information about expected Codes of Practice are clearly communicated to parents and children/ young people.

2.5 Team Appointments

Appointments for teams will be made by club committee members at their discretion. It is recommended by Rounders England that their appointment process is followed in these circumstances and Rounders England is willing to assist teams with this if they should need it.

2.6 The Recruitment Process- Flowchart 1



Chapter 3: Promoting Good Practice with Young People

3.1 Good Practice Guidelines

Rounders England will at all times promote good practice amongst all sections of the workforce and participants. All cases of poor practice must be reported to Rounders England following the guidelines in the [Safeguarding Policy and Procedures](#) document.

3.2 Codes of Practice

All individuals that have an involvement with Rounders at any level are expected to adhere to the appropriate Codes of Practice put in place by Rounders England, this includes Coaches, Workforce Educators, parents, young people, spectators, team or team members and Umpires. These can be found on the Rounders England website [here](#).

Allegations of a safeguarding nature and concerns about poor practice relating to the breaking of these Codes must be reported to the Lead Safeguarding Officer. Where appropriate, allegations will then be reported to the police or Safeguarding Partners.

3.3 Positions of Trust

Rounders England recognises that when an adult is in a 'position of trust', sexual activity and relationships involving a child under 18 years old is illegal.

If anyone in a position of trust engages in a sexual relationship with a young person it is a breach of Rounders England Code of Practice and as such will result in disciplinary action and will be reported to the police.

If you are an adult and you feel that a young person is acting inappropriately towards you and their behaviour is either putting you in a difficult position or concerning you, you should speak to someone else immediately, preferably the Welfare Officer or another responsible adult from the team's committee. You should make a written record of any problems or incidents and you should avoid being alone at any time with the individual.

3.4 Guidelines on Photography and use of Video

Rounders England understands the legitimate wishes of parents to take photographs of their children during events and is keen to promote positive images of young people participating in the sport. However, the safety and wishes of all players must be taken into account, ensuring the General Data Protection Regulation (GDPR) is followed. A procedure of registering in order to be allowed to take images will be enforced in accordance with our Images Policy. Our Photography and Filming Consent Form can be found on our website [here](#).

3.5 Social Media Policy

Rounders England's Social Networking, Social Media policy & Guidance can be found on the Rounders England website [here](#). This policy outlines any actions that can be taken to decrease the chances of improper use.

3.6 Supervision Ratios

The recommended coach: player ratio are:

Age 3-8 years – 1:8

8yrs and above - 1:15

If there is an accident or an incident involving a young person or member of staff, you should ensure that there are enough people remaining to supervise the group safely.

3.7 Missing Child Procedure

If it is suspected that a child or young person has gone missing or has not turned up for a session when expected to, then the child's parent or carer should be contacted to find out if there is a reasonable explanation.

A Missing Person's procedure can be found [here](#)

Any incidence involving missing children, regardless of the severity, should be recorded for future reference.

3.8 Changing Rooms

Where practical, participants should be supervised at all times in the changing rooms by two members of staff. Adult staff should not change or shower at the same time using the same facility as participants. If you are involved in a mixed gender team, separate changing facilities should be made available.

3.9 First aid including physiotherapy treatment

Qualified First Aiders present at sessions

- Before children/ young people participate in any Rounders England activity their parents/carers are required to complete a medical consent form
- Anyone providing medical treatment or physiotherapy must be qualified and recruited in accordance with the Rounders England procedures
- It is recommended that no young person should be given treatment (by a qualified member) where the young person is on his/her own in a treatment room with the door closed;
- It is important to maintain medical confidentiality and patient dignity at all times;
- It is recommended that all treatment procedures are fully explained to the young person and verbal consent is given before they are carried out.

Rounders England's Parental Consent form can be found in Template 5 of our [Safeguarding Policy and Procedures](#). Our Incident Reporting Form can be found on our website [here](#).

3.10 Transporting, Drop off and Collecting Young People Procedures

People in a position of trust should adhere to the 'Transport Collection & Drop off of young people procedure' and abide by all regulations and requirements that are set out, these can be found on the Rounders England website [here](#).

Chapter 4: Recognition of Poor Practice, Abuse and Bullying

Child abuse can occur both within the sports setting and outside of it. It can be very difficult to determine whether or not a child has been abused. The staff and volunteers in Rounders, whether in paid or voluntary capacity, are not experts at such recognition. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another young person) towards a young person and to follow the procedures in this document.

4.1 Poor Practice

Allegations may relate to poor practice where an adult's or another young person's behaviour is inappropriate and/or may be causing concern. Poor practice is unacceptable in Rounders and will be treated seriously and appropriate actions will be taken.

4.2 Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or institution or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult, or another child or children.

Definitions

There are different types of child abuse. They are defined in the UK Government guidance *Working Together to Safeguard Children 2018* as follows:

1. Physical abuse
2. Emotional abuse
3. Sexual abuse
4. Child sexual exploitation
5. Neglect
6. Extremism
7. County Lines
8. Child criminal exploitation

Bullying is not defined as a form of abuse in *Working Together* but there is clear evidence that it is abusive and will include at least one, if not all, of the defined categories of abuse. For this reason, it has been included in this document.

Full definitions & Indicators of abuse can be found in the [Safeguarding Policy and Procedures](#)

It is not the responsibility of those working in Rounders to decide that child abuse is occurring, but it is their responsibility to act on any concerns (**Chapter 5**).

We acknowledge that child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take.

4.3 Equality Policy

Rounders England recognises the additional vulnerability of some children and the extra barriers they face to getting help.

Rounders England has an equality policy that all members must follow to ensure that all individuals are treated fairly and equally, this is available on our website [here](#).

4.4 Bullying and Cyber bullying

Rounders England have an anti-bullying policy (that can be viewed [here](#)) that outlines all the issues involved in recognising and acting against bullies and leaflets / tools that can be used to deal with managing behaviour including a 'young person's guide'.

Chapter 5: Responding to Disclosure, Suspicions and Allegations

5.1 How to Respond to a Disclosure from a Young Person

Actions to Take

If a young person informs you directly that he/she, or another young person, is concerned about someone's behaviour towards them the person receiving information should:

- React calmly so as not to frighten or deter the young person;
- Tell the young person that he/she is not to blame and that he/she was right to tell;
- Take what the person says seriously, recognising the difficulties inherent in interpreting what it is said by a young person;
- Keep any questions to an absolute minimum to ensure a clear and accurate understanding of what has been said. 'Rounders England's Guidance for dealing with a disclosure from a child' can be found in **Appendix 2** to support you with this;
- Reassure the young person but DO NOT make promises of confidentiality, which might not be feasible in light of subsequent developments;
- Record in writing exactly what has been said using the young person's words as soon as possible. Use Rounders England [Incident Report Form](#) and forward to the Rounders England Safeguarding Officer who will make a decision about whether or not the form should be forwarded to Children's Social Care Services and Police (as directed) and to Rounders England Lead Safeguarding Officer;
- Seek advice immediately from Rounders England Safeguarding Officers –

Siân Barnett

Office Hours: 0114 2480357

If unavailable, the local Children's Social Care Services or Police should be contacted immediately, they will advise on the action to be taken, including advice on contacting the parents. Expert advice can also be provided by the NSPCC Helpline on 0808 800 500 for adults or ChildLine on 0800 1111 for children.

Actions to Avoid

The person receiving the disclosure should not:

- Panic;
- Allow their shock or distaste to show;
- Ask questions other than to clarify that you have enough information to act;
- Speculate or make assumptions;
- Make negative comments about the alleged abuser;
- Approach the alleged abuser;
- Make promises or agree to keep secrets.

N.B. It may not be that all young people are able to express themselves verbally.

Communication difficulties may mean that it is hard for them to complain or to be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of the individual's impairment. However, where there are concerns about the safety of a young person, record exactly what has been observed in detail and follow the procedures to report these concerns.

5.2 Responding to Concerns about Possible Abuse from OUTSIDE Rounders

If a young person informs you directly that he/she is being abused outside the sport environment (i.e. at home, school or some other setting outside the sport) OR through your own observations or through a third party you become aware of possible abuse outside the sport environment you must **REACT IMMEDIATELY** & follow flowchart 2 downloadable [here](#).

5.3 Responding to Concerns about possible abuse from INSIDE Rounders

If a young person informs you directly that he/she is being abused within the Rounders environment, through your own observations or through a third party, you become aware of

possible abuse or poor practice within the sport you must **REACT IMMEDIATELY** & follow flowchart 3 that is downloadable [here](#).

5.4 Reinstatement and Aftermath

Reinstatement

Informed by the findings of Children's Social Care Services and/or Police investigations, Rounders England's Case Management Group will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. The welfare of young people should always remain paramount.

Support to Deal with the Aftermath

Consideration should be given to what support may be appropriate to young people, parents and members of staff. Rounders England will support teams by providing appropriate training for the Welfare Officers.

5.5 Allegations of Non-recent Abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a young person or by a member of staff who is still currently working with young people). Where such an allegation is made, the organisation should follow the procedures as detailed above. This is because other young people, either within or outside sport, may be at risk from this person.

5.6 Records and Information

Information passed to the Children's Social Care Services or Police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure / concern. Ideally this information should be compiled utilising Rounders England's **Incident Report Form**, a copy of this can be found on our website [here](#).

Any visible signs of bruising or other injuries should be recorded on the Incident Report form in addition to the young person's account of what happened and how any bruising or other injuries occurred. The person completing the incident report form needs to be very clear about what they record on the form and make a distinction between what is fact, opinion or hearsay. You may wish to view our 'Rounders England's Guidance for dealing with a disclosure from a child' document in **Appendix 2** to support your information gathering.

5.7 Confidentiality

Rounders England will at all times respect confidentiality within the current legal framework. The principle that the 'welfare of the child is paramount' will underpin all decisions about sharing information.

However, every effort must be made to ensure that confidentiality is maintained when an allegation has been made and is being investigated.

5.8 Whistleblowing Policy

Further information on the Rounders England Whistleblowing Policy can be found [here](#).

5.9 If an allegation is made against you

If you are the person who is the centre of an allegation, the situation will be explained to you and you may be asked to temporarily cease working with young people in Rounders during the investigation. You will be informed as soon as possible based on advice from the Statutory Agencies. This may result in suspension from activity within Rounders whilst a full investigation is being carried out. This is to protect all parties involved.

Chapter 6: Welfare Officers and Associated Groups

6.1 The Role of the National Lead Safeguarding Officer

Rounders England's Lead Safeguarding Officer & Deputy Lead Safeguarding Officer are employees of Rounders England and their details can be found in the contact list in **Appendix 1**.

6.2 The Role of the Welfare Officer

The Welfare Officer is a key role within Rounders teams/leagues. By designating people to this role, Rounders England can ensure that it has someone identified as the first point of contact for safeguarding concerns within a team/league.

A team is encouraged to appoint more than one Welfare Officer to enable matters to be delegated and covered during times of absence and holidays. The Welfare Officer acts as the first point of contact for anyone (staff, volunteer, parents or young people) who has a concern about a child and about poor practice/possible abuse by adults working with children. The Welfare Officer therefore needs to be seen to be approachable and as having a child focused approach. Further information on the roles and responsibilities of the Welfare Officer can be found in **Appendix 3**.

6.3 Safeguarding Steering Group

Purpose

Empowered by Rounders England Board to develop, monitor and review the organisation's approach and plans for safeguarding children and young people.

6.4 Rounders England Child Protection Case Management and Referral Group

Role and Purpose

The remit of this group is:

- To make decisions on the initial approach to all reported cases related to the welfare and protection of children. Principally these relate to the "route" a case will take internally, externally and/or via external referral to statutory agencies.
- To make initial decisions as to what level each case will be dealt with i.e. poor practice which may be referred back to the club complaints/disciplinary procedures with advice, or suspected abuse of a child which requires dealing with at national level through disciplinary procedures.
- To advise others within the organisation about actions they may need to take, such as initiating disciplinary proceedings.
- To monitor and review progress on all cases to identify any trends emerging which may require a review/revision of existing policies/procedures.

Appendix 1: Useful Contacts

Rounders Contacts

Rounders England Lead Safeguarding Officer:	Rounders England PO Box 4458 Sheffield S20 2DP	Office hours 0114 248 0357 Outside office hours
Rounders England Deputy Lead Safeguarding Officer: Siân Barnett	Rounders England PO Box 4458 Sheffield S20 2DP	Office hours 0114 248 0357
Welfare Officer:	Insert details	Insert details

Local Contacts

Local Authority Designated Officers (LADO) Local Contacts Local Children's Social Care Services (including out of office hours contact) NB: in an emergency the Samaritans will hold the Social Services Duty Officer's contact number	If you need to contact your Local Authority Designated Officer please consult your local Children's Services department. Samaritans UK - 08457 90 90 90 ROI – 1850 60 90 90	Insert details
Local Police Child Protection Team In an emergency contact via 999	Insert details	Insert details
Local Safeguarding Children's Board	Insert details	Insert details

National Contacts

NSPCC helpline	0207 925 2500 0808 800 5000 help@nspcc.org.uk
ChildLine UK	0800 1111
NI ChildLine	0504 311 555 (number for young people)
NSPCC Child Protection in Sport Unit (CPSU) (To discuss safeguarding procedures)	0116 366 5590

Appendix 2: Rounders England's Guidance on Dealing with a Disclosure from a child

STAFF WILL:

- listen carefully to the child and believe what they are saying;
- not promise confidentiality, as information may need to be passed on so the child and family can receive additional support;
- only ask for clarification if something is unclear and will not ask 'leading' questions;
- report disclosure to the designated safeguarding lead as soon as possible, certainly by the end of the working day;
- only discuss the issue with colleagues that need to know about it; and
- will write up the disclosure and pass it to the designated safeguarding lead. It is likely they will have a discussion with the DSL prior to this.

QUESTIONS THAT CAN BE ASKED TO CLARIFY YOUR REPORT TO ROUNDERS ENGLAND; SOCIAL CARE AND THE POLICE AS NECESSARY:

- WHAT HAPPENED?
- WHERE DID IT HAPPEN?
- WHEN DID IT HAPPEN?
- WHO WAS PRESENT WHEN IT HAPPENED?
- HAS IT HAPPENED BEFORE?
- WHAT HAPPENED IMMEDIATELY AFTER THE INCIDENT?
- WHAT HAPPENED BEFOREHAND?
- DID ANYONE SAY ANYTHING DURING THE INCIDENT?
- HAVE YOU TOLD ANYONE ELSE?
- IT IS OK TO STATE WHY YOU ARE CONCERNED BY THIS DISCLOSURE BUT NOT TO GIVE PERSONAL OPINION

'Leading' questions will often mean that a disclosure cannot be used as evidence against a perpetrator so please be aware of what this terminology means.

A leading question is a question which subtly prompts the respondent to answer in a particular way. Leading questions are generally undesirable as they result in false or slanted information. For example:

Do you have problems in your relationship with dad? Did dad hurt you?

This question prompts the person to question their relationship with their father. In a subtle way it raises the prospect that there are problems and possibly that they may be the perpetrator of abuse

Tell me about your relationship with your family members.

This question does not seek any judgment and there is less implication that there might be something wrong with the relationship.

Appendix 3: Roles & Responsibilities of the Welfare Officer

Role and Responsibilities – Welfare Officer

Knowledge	Skills	Tasks
<ul style="list-style-type: none"> • Understanding of the legislation, government guidance and national framework for child protection • Understanding of the role and responsibilities of statutory agencies and Local Safeguarding Children Boards • Local arrangements for managing child protection and reporting procedures • Understanding of the types of behaviour which is harmful to children • Understanding of Rounders England's role and responsibilities to safeguard the welfare of children and young people - boundaries of the Welfare Officer role • Understanding of Rounders England's policy and procedures related to child protection • Understanding of the core values and principles of working with children • Understanding of equality and diversity issues and child protection • Understand how abusers target and groom organisations in order to abuse children • Understand and demonstrate best practice in prevention 	<ul style="list-style-type: none"> • Child-focused approach • Administration and systems (records) management • Advice and support provision • Communication skills • Ability to promote Rounders England's policy, procedures and resources • Ability to provide information about local resources 	<ul style="list-style-type: none"> • Assist Rounders England to fulfil its responsibilities to safeguard children and young people at club level • Assist Rounders England to implement its child protection plan at team level • The first point of contact for staff, volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse are identified • Be the first point of contact with the National Child Protection Officer • Implement Rounders England's reporting and recording procedures • Maintain contact details for local Children's Social Care Services, Police and know how to obtain LSCB guidelines • Promote Rounders England's best practice guidance/code of conduct within the club • Sit on the team's management committee • Promote and ensure adherence to the organisation's child protection training plan • Promote and ensure confidentiality is maintained • Promote anti-discriminatory practice