**The Reporting Process for concerns about the welfare of children OUTSIDE Rounders**

If a young person informs you directly that they are 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**.

See Flowchart below.

* Ensure the safety of the young person – if the young person needs immediate medical treatment, take the young person to hospital or call an ambulance, inform doctors of your concerns and ensure they are aware it is a child protection issue;
* If available, contact the Welfare Officer immediately who will follow the reporting procedures detailed below. If the Welfare Officer cannot be contacted, then the person that has the concerns about the young person’s welfare should follow the reporting procedures.
* Inform the parent/carer of the report unless they are suspected of being the abuser (in which case do not inform them of the information)
* Rounders England expect Welfare Officers to hold details of their local Children’s Social Care Office and know how to make a report. If you believe that a child is at significant risk of harm, you should report this to Children’s Social Care regardless of your role, it may not always be appropriate to wait for someone else. Safeguarding is everyone’s responsibility.

**Reporting Procedures**

* Seek advice immediately from Rounders England Lead Safeguarding Officer. If he/she is 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 5000 or ChildLine on 0800 1111;
* Make a full and factual record of events utilising the Incident Report Form (**Template 4b**) and forward a copy of the recorded information, as directed to the Children’s Social Care Services and/or Police and to Rounders England Lead Safeguarding Officer who will take the appropriate action. Contact the Welfare Officer as soon as possible;
* If the individual being accused is from within the Rounders environment, Rounders England Lead Safeguarding Officer will consider suspension of the individual concerned following contact with Children’s Social Care Services or the Police. The case will be referred to Rounders England Child Protection Case Management Group following the Children’s Social Care Services and /or Police investigation.

It is never easy to respond to a young person who tells you that they are being abused and you may feel upset and worried yourself. Rounders England will offer you support from the Rounders England Lead/Deputy Lead Safeguarding Officer/Safeguarding Board Champion.

All meetings and correspondence will be recorded using the standardised reporting forms which are available via the web site and the National Office or your Welfare Officer.

**Concerns OUTSIDE Rounders**

Concerns arise about the behaviour of a member of staff, coach or volunteer from **OUTSIDE** of Rounders because:

Contact safeguarding lead in employing/deploying organisation and pass on concerns. Record actions and plans agreed. Follow up in writing within 24 hours, cc’ing the individual.

Inform subject of concerns of intention to pass information to employing/deploying organisation safeguarding lead in line with safeguarding policy and/or any inter-organisation information sharing arrangements.

**Poor Practice/Breach of Code of Conduct**

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

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.

**Possible Child Abuse/Criminal Offence**

Safeguarding Lead Officer (if appropriate in consultation with Case Management Group and /or Children’s Social Care, Police or LADO) determines the route for further action to be taken i.e. does matter appear to be significant poor practice or possible abuse, and records actions taken and agreed

Individual alerted to concerns reports to organisation/club/facility or event Safeguarding Lead Officer, completes the safeguarding incident report form and forwards a copy to the Safeguarding Lead

If the young person or child is in need of medical attention take them to the hospital or call for an ambulance. Ensure that the doctor is made aware of any safeguarding issues.

You recognise signs or indications of abuse

Remain calm and reassure the young person or child. Do not promise confidentiality.

A young person or child discloses to you