**The Reporting Process for concerns of Poor Practice or Possible Abuse from INSIDE Rounders**

If a young person informs you directly that they are being abused within the Rounders environment or 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**. 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;
* Inform the parent/carer of the report unless they are suspected of being the abuser (in which case do not inform them of the concern)
* Rounders England expect Welfare Officers to hold details of their local Children’s Social Care Office or Safeguarding Partners and know how to make a report.

**Reporting Procedures**

* Contact the Welfare Officer immediately. If, following consideration, the allegation is about poor practice then the Welfare Officer will report it to Rounders England Lead Safeguarding Officer. If the Welfare Officer is unavailable or is the subject of the allegation, then the matter should be reported directly to Rounders England Lead Safeguarding Officer; If they are 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.
* Rounders England Coaches and Volunteers will be confident in reporting directly to Children’s Social Care in the event of concerns around significant risk of harm (if it is unsafe for a child to return home or leave the venue).
* England Squad Coaches will be provided with data that enables them to contact local Children’s Social Care with concerns for significant risk of harm.
* Make a full and factual record of events utilising the Incident Report Form and forward a copy of the recorded information to Rounders England Lead Safeguarding Officer who will take the appropriate action.

**Concerns INSIDE Rounders**

If you are concerned about the behaviour of another adult or child/young person **in Rounders** towards a child/young person

If the child requires immediate medical attention, call an ambulance and inform the emergency services that there is a child protection concern

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

Children’s Social Care and/or Police hold Strategy Meeting (may include sports organisation rep) and agree investigation process

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

Disciplinary process initiated – investigation may be delayed pending outcome of statutory agencies’ processes. Support from LADO.

Safeguarding LO consults with/refers to Children’s Social Care/Police and LADO and follows this up in writing within 24 hours.

Safeguarding LO consults with/refers to HR/Disciplinary lead/s re initiating disciplinary procedures, immediate temporary suspension (without prejudice), and notification of other organisations. All *in consultation with statutory agencies and LADO*

**Possible Child Abuse/Criminal Offence**

**Appeal Procedure**

Outcome of disciplinary process *(eg no case to answer, advice or warning given, training/support required, other sanctions, or exclusion).* Consideration of referral to DBS if appropriate.

Disciplinary investigation undertaken and hearing held.

Concern dealt with as misconduct issue using complaints/disciplinary procedures as appropriate (in consultation with LADO).

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

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 ie does matter appear to be poor practice or possible abuse , and records actions taken and agreed

Designated Officer

Rounders England Lead Safeguarding Officer guarding Officer

Report concerns to the Welfare Officer who will:

* Complete Rounders England Incident Report Form
* Report to Rounders England Lead Safeguarding Officer
* Where urgent concerns or RE Lead Safeguarding Officer is unavailable; refer immediately to the Children’s Social Care Services/Police and copy the Incident Report Form to both them and Rounders England Lead Safeguarding Officer.