

Handling Disclosures To Safeguard Young People

Guidance for club members, volunteers and parents at Ski Team Telford

Receive

Reassure

React

Record

Refer

Reflect

Receive

- Listen to what is being said, without displaying shock or disbelief
- Accept what is said
- Take notes

Reassure

- Reassure the young person, but only as far as is honest and reliable. **DO NOT** make promises you may not be able to keep. E.g. "Everything will be alright now"
- Do reassure and alleviate guilt, if the young person refers to it. E.g. "You are not to blame" "You are not the only young person that this has happened to"
- However, ensure that you **DO NOT** promise confidentiality

React

- React to the young person only as far as is necessary for you to be able to refer to the matter, don't 'interrogate' for full details. It is not your duty to investigate.
- **DO NOT** ask leading questions. E.g. "What did he do next?" "Where did he touch you?"
- **DO ASK** open questions like, "Anything else to tell me?"
- **DO NOT** ask the young person to repeat it all for another adult.
- **DO NOT** criticise the alleged perpetrator; the young person may love him or her.
- **DO NOT** promise confidentiality. Explain that you have to tell the appropriate agency below or the child welfare officer, who will decide what to do next.

Record

- Make a record of what is said at the time, using their exact words. **DO NOT** destroy any original notes in case the courts require them.
- Record the date, time, place and any non-verbal behaviour. E.g. Aggressive, fearful, anxious etc.
- Include the young person's name age and ethnicity.
- Note down the position of any bruising.
- Record statements and observable things, rather than your interpretations or assumptions.

Refer

- Refer ASAP, within an hour or as close as possible, to the appropriate agency below and the Child Welfare Officer, **DO NOT** leave overnight.

Reflect

- Ask yourself if you have done everything you can within your role.
- Refer any remaining concerns to the appropriate agency below. E.g. Any knowledge of siblings at the club, or previous contact with parents.

Remember: You have a duty under legislation to pass on any safeguarding concerns about a young person.

Whatever the nature of your concerns, you can discuss them with **Tamsin Newton or Craig Newton** who will act on the information to ensure the best outcome for the young person.

If you believe a criminal offence has been committed, you can contact West Mercia Police on 0300 333 3000 or 101. If it is a serious matter or in an emergency ring 999.

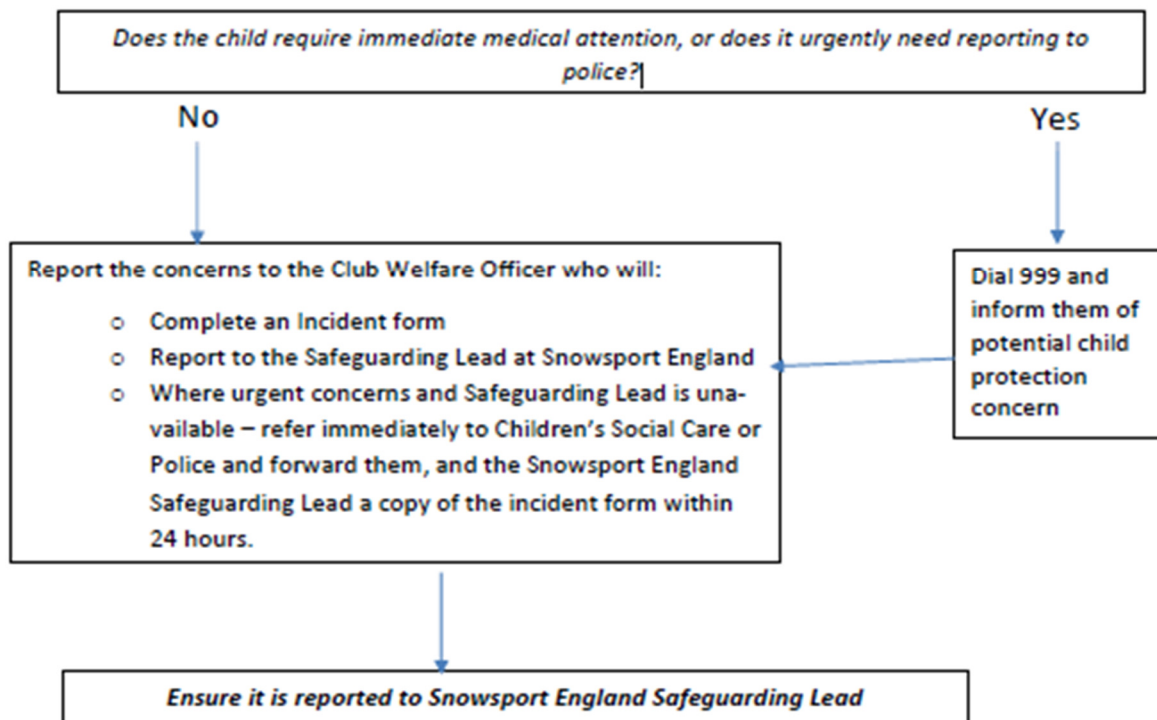
If you still have concerns, you should refer to 'Family Connect Team' for further advice. Telford and Wrekin Safeguarding Children Board, Addenbrooke House, Ironmasters Way, Telford, TF3 4NT

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|------------------------|--------------|--|
| Family Connect team | 01952 385385 | Monday - Friday 9am - 5pm |
| Emergency Duty Service | 01952 676500 | Other times incl. 24 hours during weekends and Bank Holidays |

Flowchart for Reporting Concerns About Someone Within Snowsport (e.g., a Coach, CWO, Another Participant)

**SNOWSPORT
ENGLAND**

Stay Calm - Reassure - Don't make promises - Few questions - Follow guidance



What Next?

Once a concern is reported to Snowsport England in most instances the case will be handled by the Snowsport England Case Management Group to decide on the best course of action. The Case Management Group may at any time refer the case to statutory services or to the Snowsport England Disciplinary Panel.

Some more minor concerns may be referred back to the Club to handle, with support from Snowsport England where appropriate.

If in doubt – refer it in.

Remember to Maintain Confidentiality – Strictly on a Needs to Know Basis

Always complete an Incident Form and forward to Snowsport England Safeguarding Lead at the earliest opportunity

Flowchart for Reporting Concerns About Someone Outside a Snowsport Setting (e.g., a Parent, Teacher, or member of the public)

**SNOWSPORT
ENGLAND**

Stay Calm - Reassure - Don't make promises - Few questions - Follow guidance

Does the child require immediate medical attention, or does it urgently need reporting to police?

No

Yes

- Report the concerns to the Club Welfare Officer who will:
 - Complete an Incident form
 - ALWAYS Report to the Safeguarding Lead at Snowsport England
 - If the allegation does not involve parents, inform the parents

Dial 999 and inform them of potential child protection concern

What Next?

Once a concern is reported to Snowsport England in most instances if the concern does not relate to anyone involved within our sport, they will ensure, where necessary, statutory authorities are informed. The CWO will be contacted to ensure the child is supported.

If the concern relates to a parent, or another sport, additional actions may be required.

Some more minor concerns may be referred back to the Club to handle, with support from Snowsport England where appropriate.

If in doubt – refer it in.

Remember to Maintain Confidentiality – Strictly on a Needs to Know Basis

Always complete an Incident Form and forward to Snowsport England Safeguarding Lead at the earliest opportunity