

Responding to the allegation, disclosure or suspicion

Anyone responding to a disclosure, suspicion or allegation must:

1. Stay calm – so as not to frighten the child. Do not show disgust or disbelief.
2. Ensure the child is safe and feels safe.
3. Reassure the child they are not to blame, and it is right to tell.
4. Be honest, do not say you can keep a secret, but say you may need to tell someone else for them to be helped.
5. Listen carefully, showing they are being taken seriously.
6. Keep questions to a minimum, only if necessary, to clarify what is being said. Avoid asking leading questions. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning.
7. Keep an open mind, do not make assumptions or judgments.
8. If the child needs urgent medical help – call an ambulance. Inform doctors of the concern and ensure they are aware it is a Child Protection issue.
9. If you are concerned for the **immediate safety** of the child, call the Police, 999.

Avoid Leading Questions. A “leading question” is one which may prompt the respondent to answer in a particular way and often result in false, biased or distorted information. Children are particularly susceptible to leading questions.

NEVER:

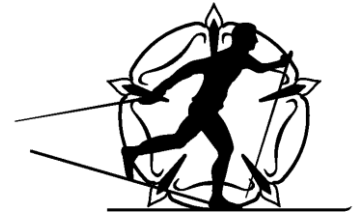
- Approach any alleged abuser to discuss the concern
- Make promises to the child you cannot keep
- Rush into actions that may be inappropriate

Remember to maintain confidentiality; only tell others if it will help protect the child.

Recording the relevant information

Any information passed to Snowsport England, children’s social care, the Police, the Designated Officer (formerly the LADO) must be as helpful and accurate as possible. It is important to write down as much information at the time, or as soon as possible afterwards. An Incident Report Form should be used if possible. Information recorded should be factual and must include:

- Details of the child (name, address, gender, date of birth, home telephone number)
- Details of the parent or guardian (name, address, telephone number)



- Whether the parents/guardian have been informed
- Details of the person expressing their concern
- Details of the nature of the allegation – what you are told, use the exact words if you can, or observations
- Description of any visible bruising or other injuries
- Details of the person alleged to have caused the incident or injury (name, address, date of birth/approximate age, telephone number – if you are able to get this information without arousing suspicion)

Witnesses to the incident

- Times, dates and other relevant information
- It must be clearly documented what is fact, or you have been told, and what is opinion or hear- say
- A signature, date and time on the report.

Reporting the relevant information

It is recognised that strong emotions can be aroused, particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

If you are concerned for the **immediate welfare** of a child, dial 999 and say it is a child protection concern. Keep a note of the name and job title of the person you spoke to, and the crime reference number.

For other concerns:

Information should be shared on a strictly need to know basis and other than to protect a child, should remain confidential.

- Only tell people who “need to know” to safeguard the child. This will not usually include any other staff at the club. You may feel happier sharing the information with another CWO if there is one at your club.
- Ensure anyone you share the information with understands the need for confidentiality.
- If the parents are not implicated, let them know your concerns, unless it would put the child at further risk to do so.
- ALWAYS – let the Safeguarding Lead at Snowsport England know. He/she may need to take further steps to ensure children at other clubs or facilities are safe, or may need to report it to Statutory Services.
- If you become aware that someone may not be suitable to work or be around children – e.g., you read something in the paper, or hear something about someone, and this person is involved within snowsport in any capacity including parent, participant, competitor, coach, committee member, official etc. – ALWAYS report it to the Safeguarding Lead at Snowsport England – don’t assume someone else has.

Who to report concerns to:



- Always report concerns to your Club Welfare Officer (CWO)
- At a club event, report to your CWO
- At a Regional, National or International event, report to the CWO on duty at the event
- The relevant CWO should only deal with minor issues themselves and must always pass on any possible child protection concerns to the Safeguarding Lead at Snowsport England or in an emergency, the Police/Children's Social Care (and let the Snowsport England Safeguarding Lead know at the earliest opportunity)
- If a criminal offence has taken place, report it to the Police.

It is often only by seeing the larger picture that we can identify someone is a potential risk to children.

You or the CWO should complete an Incident form and forward a copy to the Safeguarding Lead at Snowsport England who will:

1. Record the concern
2. See if any other incidents have been reported
3. Advise the CWO if there is any further action they should take
4. Where appropriate, deal with the matter themselves, informing the CWO where possible
5. Where appropriate, refer the matter to the Police, Children's Social Care or the DO
6. Where appropriate, report it to the Snowsport England Case Management Group or start Disciplinary Proceedings.

It is not always possible to inform the club of the outcome of the matter, for reasons of confidentiality (for example if the person has subsequently left the club). In other situations, the club will be informed.

If you are concerned a child may be being abused outside snowsport, follow the same procedures for reporting. If you are concerned for the immediate welfare of a child, dial 999 and say it is a child protection concern.

Useful contact numbers are on the YDCCSC Safeguarding webpage.

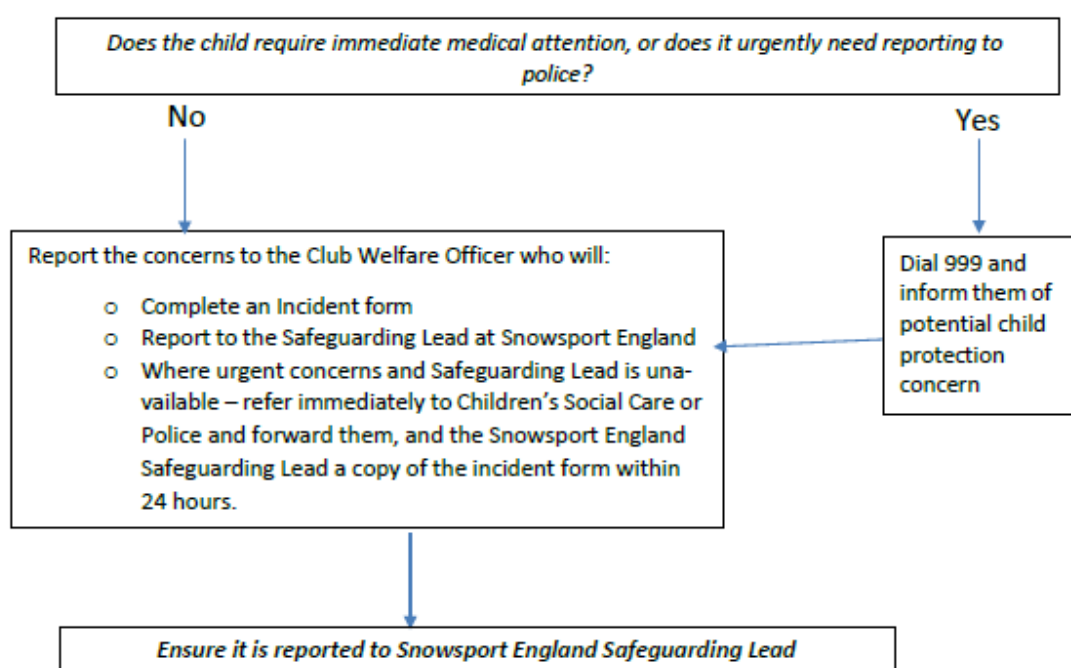
Remember, it is not your responsibility to determine if abuse has occurred, but it is your responsibility to report and act on any concerns you have



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.

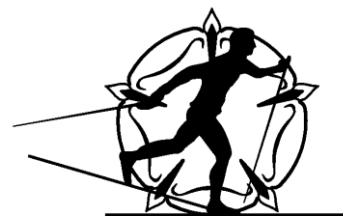
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Yorkshire Dales



Cross Country Ski Club