



SAFEGUARDING CHILDREN – REPORTING PROCEDURES

The BABA has a Lead Safeguarding Officer from who advice and guidance about safeguarding and child protection can be obtained. This person will also take the required actions and decisions in any safeguarding matters, alongside the BABA case management group;

- Lead Safeguarding Officer – Laura Ross, Head of Operations
- Case management group; CEO, Lead Safeguarding Officer and NGB Lead Safeguarding Officer

If any member of BABA staff has a concern, observes a concern or has concerns raised for them about a child's wellbeing, they should document this on the appropriate form and verbally inform the Lead Safeguarding Officer listed above.

Information can come from different sources, such as a child disclosing to another child or adult; through observations; from a third person raising a concern, from an observed change in a child's behaviour or personality; or from historical information.

Concerns can originate from a number of sources and be about a range of things. Below are a few examples to give an idea of the types of issues that should be raised:

- Abusive act
- Breach of policy or code of conducts
- Bullying incident
- From an event that has taken place within the BABA sport environment but involving individuals who are BABA employees.
- From an event that has taken place outside of the BABA sport environment but disclosed to an BABA Employee
- Behaviour of a child to another child
- Behaviour of an adult or parent to a child
- Observed self-harming

1.1 Guidance

If a child discloses to a member of BABA staff, then they should follow the guidance below:

- Listen to the child
- Reassure the child that it will be taken seriously
- Only ask questions to clarify information
- Avoid assumptions
- Always take concerns seriously
- Be honest with the child about what you are going to do next
- Report what you have been told to BABA Lead Safeguarding Officer who can take responsibility for the issue
- Maintain confidentiality
- Ensure the child receives appropriate medical treatment if required.



Don't

- Confront the alleged abuser
- Promise to keep anything secret
- Take any action yourself, report everything to a designated individual who will follow the appropriate procedures

It is the duty of every BABA employee to report any cases of abuse or poor practice in order to protect children. It is not your role to determine whether or not abuse has taken place, this role rests on the professionals. Therefore please do not hesitate in passing information on or raising concerns, however small.

1.2 Reporting

It is important to be clear when reporting concerns and to ensure that you write down on the report form exactly what you have been told or what you have observed. If you cannot be certain then make a note the form to show this. The reporting form can be found on the BABA server in policies and procedures/child protection/forms. It is also included in the Safeguarding policy which can be found on the BABA website.

Once completed, you should contact the Lead Safeguarding Officer and once contact has been made, email the report to them so that they can take action.

If the child's parents or guardians are not implicated in the concern in any way then you may be asked to speak with the parents/guardians if you have a good relationship with them; but the Lead Safeguarding Officer will advise you.

It is important that you actually speak to the Lead safeguarding Officer to ensure that they have received the information; it is not acceptable to simply email your report without making contact as it needs to be actioned immediately.

IF FOR WHATEVER REASON YOU CANNOT GET HOLD OF THE LEAD SAFEGUARDING OFFICER AND YOU BELIEVE THAT THE CHILD TO BE IN DIRECT DANGER THEN YOU SHOULD PHONE THE POLICE DIRECTLY (999) OR CONTACT THE LOCAL AUTHORITY CHILD SERVICES TEAM (CONTACT NUMBERS ARE ON YOUR LOCAL AUTHORITY WEBSITE, INCLUDING OUT OF HOURS EMERGENCY NUMBERS). THEN EMAIL THE LEAD SAFEGAURDING OFFICER TO INFORM THEM OF YORU ACTION.

ONCE YOU HAVE RAISED A CONCERN YOU SHOULD NOT DISCUSS THIS WITH ANYONE ELSE AS THIS MAYPLACE THE CHILD OR ANY INVESTIGATION AT RISK.

1.3 Lead Safeguarding Officer

The Lead Safeguarding Officer has received specialist training in child protection issues and will try to distinguish in the first instance whether the concern raised is poor practice or child abuse.

The lead officer has access to support and specialist advice. If the child is in immediate danger then the Safeguarding Officer will call the police (999) and the local child services department where the child lives. The number of local child services departments can be found on the local authority website.



The Lead officer will convene a case management group involving CEO, and the relevant NGB (England/Scotland/Wales) Lead safeguarding officer. The case management group will decide whether any further information should be informed/involved.

1.4 Poor practice

If the issues in poor practice then the case management group will decide how the issue should be dealt with and lead the internal investigation. There are a number of possible outcomes depending upon the severity and circumstances of the poor practice. These can range from disciplinary action and sanctions such as formal warnings or dismissal to words of advice or further training and guidance. Each case will be considered individually and all factors taken into account.

Examples of poor practice could be inappropriate language, name-calling, bullying tactics, intimidating or embarrassing the child unnecessarily.

1.5 Child abuse

If the issue is child abuse, then the Lead Safeguarding officer will notify the police and local child services teams as soon as they receive the allegation/concern. A case management group will be convened to monitor the situation and will be advised by the Police or Child Services regarding how to manage the situation internally.

No internal investigations will be started until the external police or child services investigation has been concluded as the results may influence the outcome of any internal disciplinary investigation. Depending upon advice from the police or child services the individual may be suspended or their role restricted whilst an investigation is launched. Temporary suspension is no pre determination of the outcome of any enquiries. The case management group will coordinate information sharing with external agencies and is committed to working cooperatively with any external agencies involved. Examples of abuse could be hitting, pushing, verbal abuse, aggression, inappropriate workloads, any sexual activity which in a position of trust.

1.6 Support

The case management group will assign a welfare officer for the employee who is subject to internal and/or external investigation. It may be their line manager or a colleague depending on the situation. Should the individual be subject to suspension, this will be reviewed regularly by the Case Management Group with the aim of keeping it to the minimum.

Appropriate welfare support, when required will be provided for any employee who reports a safeguarding issue or is the victim of any inappropriate behaviour.

Counselling and support groups can be arranged, if felt necessary for any team members that may require assistance.

1.7 Media interest

Child abuse concerns can generate significant media interest. Anyone who is approached by the media should refrain from providing any information about a case. The journalists contact details



should be taken and passed to communications who will formulate an official BABA response in consultant with the CEO and BABA Board.

1.8 Information sharing

The BABA is committed to assisting the relevant authorities with any child protection investigation, and will share all information that is appropriate to the investigation. The BABA will also give statutory agencies details of any other relevant organisations that may need to be made aware of a concern, such as the NGB or any organisations the individual may work with outside of BABA.

Information will be shared in accordance with the framework set down by the Data Protection Act.

Responsibility for the sharing of information will be made by the Lead Safeguarding officer and case management group.

1.9 Confidentiality

All safeguarding and child protection information of a confidential nature, including report forms, will be stored by Lead Safeguarding Officer in a secure filing cabinet with limited access to Lead Officer and case management group only and in line with data protection legislation and children's social care will be stored for 6 years.

Useful numbers

BABA Lead Safeguarding Officer - 0114 223 5613
NPSCC Child protection helpline – 0808 800 5000
Child Protection in sport unit – 0116 234 7278
ChildLine – 0800 11 11