



CHILD SAFEGUARDING PROCEDURES FOR RESPONDING TO, RECORDING & REPORTING CONCERNS

Statement of Intent

The aim of this policy is to provide procedures and practical guidance for all DERFC-Cricket Section members, employees, agents, volunteers, and other professionals and or partners working alongside DERFC-Cricket Section to safeguard children (*)

(*The word “children” should be taken to mean all persons under the age of 18yrs)

Introduction

DERFC-Cricket Section acknowledges its legal obligations as a “Regulated Activity Provider” (RAP) as they directly employ, or deploy, paid staff or volunteers to roles that undertake Regulated Activity.

The protection and support of children in Cricket is of paramount importance to DERFC-Cricket Section. Therefore DERFC-Cricket Section has adopted, adapted and developed a procedure for individuals to follow to respond, record and report any concerns or issues that they may have, relating to a child under their care.

Every effort must be made to ensure that confidentiality is maintained when an allegation has been made and is being investigated.

The procedures require that only those that need to know are told.

PLEASE REMEMBER THIS KEY POINT:

It is everyone’s duty to report suspected cases of abuse or concern to protect Children. It is for the Professionals to decide if abuse or neglect has taken place.

Reasons for taking appropriate action to report concerns

There may be a number of reasons that an individual finds it necessary to report a concern. These may include:

- In response to something a child has said
- In response to signs or suspicions of abuse
- In response to allegations made about a parent, carer or someone not working within the sport
- In response to bullying
- In response to a breach of code of conduct/poor practice
- Observation of inappropriate behaviour
- In response to allegations made against a member of staff or volunteer

This is not a definitive list

There are three steps involved in taking appropriate action. These are known as the three R’s each is essential:

- **R**esponding to the disclosure/suspicion and/ or allegation
- **R**ecording the relevant information
- **R**eporting the relevant information.

Each of these steps involved in taking appropriate action is covered in more detail below:

Step 1 Responding to Disclosure, Suspicions and / or Allegations

Anyone responding to a disclosure, suspicions and / or allegations must always:

- Stay calm; do not show disgust or disbelief
- Ensure the child is safe and feels safe
- Listen carefully to what is said
- Ask questions only where they are really necessary to clarify what you are being told. (always avoid asking leading questions)
- Keep an open mind- do not make assumptions or judgements
- Take the concern seriously
- Reassure the child & stress that they are not to blame
- Be honest and (as soon as you can feasibly mention it) explain that you will have to tell someone else to help with the situation. (Do not agree to keep secrets between you and the child)
- Maintain confidentiality –only tell others if it will help to protect the child.

NEVER:

- Approach any alleged abuser to discuss the concern.
- Rush into actions that may be inappropriate
- Make promises that you cannot keep
- Take sole responsibility-consult someone else (the person in charge or the designated officer) so you can begin to protect the child and gain support for yourself.

Step 2 Recording the Incident

Information passed to DERFC-Cricket Section and the relevant authorities must be as helpful as possible, which is why it is important to make a detailed record at the time of the disclosure, concern and / or incident. It is therefore best practice to contact or inform the Child Welfare Officer who will collect further information.

Information recorded needs to include the following:

- Details of the Child i.e. full name, age / date of birth, address and gender
- Details of the Parent or guardian and whether they have been informed or not.
- Details of the facts of the allegation or observations
- Details of the person alleged to have caused the incident / injury including the name, address and date of birth or their approximate age.
- A description of any visible bruising or other injuries
- The Child's account, if it can be given, of what has happened and how
- Details of any witnesses
- Any times, dates or other relevant information
- A clear distinction between what is (known to be) fact, opinion or hearsay
- A signature, date and time on the report.