

BWL Guide for Reporting Concerns within the Sport

This is the process to follow if you are responding to concerns, allegations or suspicions of suspected abuse from WITHIN the sport environment, eg in your club

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

If the young person/child requires immediate medical attention, call an ambulance and inform the doctor that there is a child protection concern

Report concerns to the Club Welfare Officer who will:

- 1. Complete the BWL Incident Report Form
- 2. Report to the BWL Lead Safeguarding Officer
- 3. Where urgent concerns (BWL Lead Safeguarding Officer unavailable) refer immediately to Children's Social Care /Police and copy incident Report form to both of them and the BWL Lead Safeguarding Officer within 24 hours

BWL Lead Safeguarding Officer reviews the initial information and reports to the CEO who will decide the most appropriate course of action, which may include forwarding the SCMG

BWL Safeguarding Case Management Group decide which 'route' the case should take in line with the BWL Safeguarding Disciplinary Guidelines and Process

Alleged Minor Poor Practice

Referred back to the club with advice on process to be followed:

- Complaints procedure
- Disciplinary process
- No further action

Possible outcomes:

- No case to answer
- Complaint resolved with agreement between parties
- Training /mentoring agreed
- More significant concerns emerged (refer back to Case Management Group)

Serious Poor Practice, Poor Practice with Wider Implications, Alleged Child Abuse

Possible Processes:

- Safeguarding investigation
- Criminal investigation/proceedings
- Investigation under disciplinary proceedingsincluding possible temporary suspension of person accused
- BWL investigation pending outcome of Children's Social Care/ Police Investigation

Possible Outcomes:

- No case to answer
- Less serious-referred to complaints procedure
- Disciplinary hearing-sanctions
- Civil proceedings

Appeals Process

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