



## **FACT SHEET 16**

# **REPORTING PROCEDURES**

### **Guidelines For Reporting Accidents**

In the event of an accident, the following procedure will be carried out:-

- Fill in 2 copies of the Accident Form (see Fact Sheet 19) for ALL accidents
- Make contact with parents/ guardians
- One copy of form to incident book/ folder
- Forward 1 copy to Children's officer for record keeping/ action required
- Contact emergency services/ GP if required
- Record in detail all facts surrounding the accident, witnesses etc.

### **Guidelines For Reporting Allegations/ Incidents**

- Record all incidents reported or observed on an Incident Form (see Fact Sheet 20)
- 1 copy to Children's officer
- Ensure confidentiality - only "need to know basis" (reference confidentiality clause)

The Children's Officer will be responsible for storing any report in a safe and secure environment.

### **Guidelines For Responding To A Child Reporting An Incident**

#### **DOs**

- Stay calm
- Listen & hear. Give the person time to say what they want
- Reassure them that they have done the right thing in telling and that it will be dealt with appropriately
- Record in writing what was said as soon as possible
- Report to someone else in the organisation - "the Children's Officer."
- Record your report.

#### **DON'Ts**

- Panic
- Promise to keep secrets
- Enquire into the details of the abuse
- Make a child repeat the story unnecessarily.

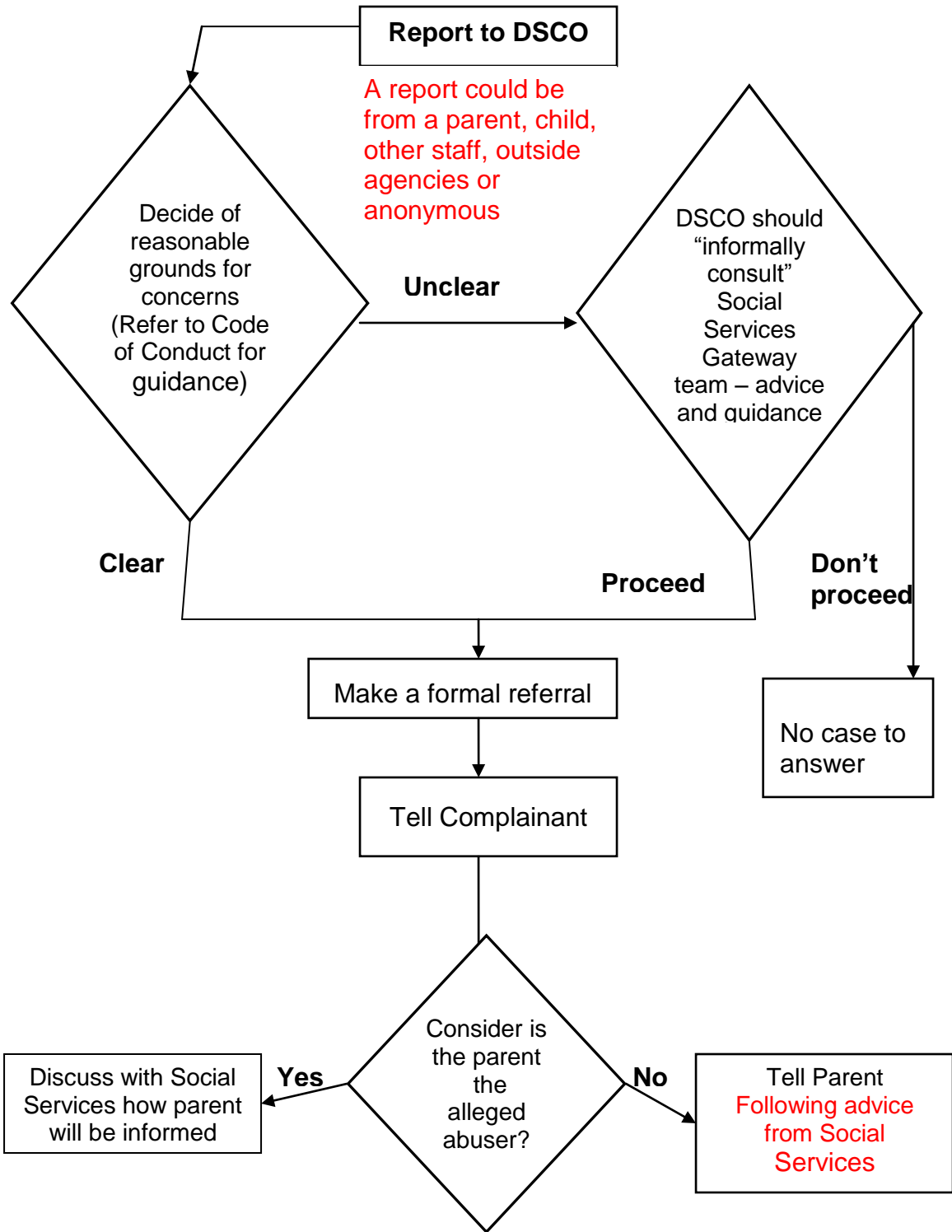
For more details see **Fact Sheet 27**

**Confidentiality – Who needs to know what see Fact sheet 11**

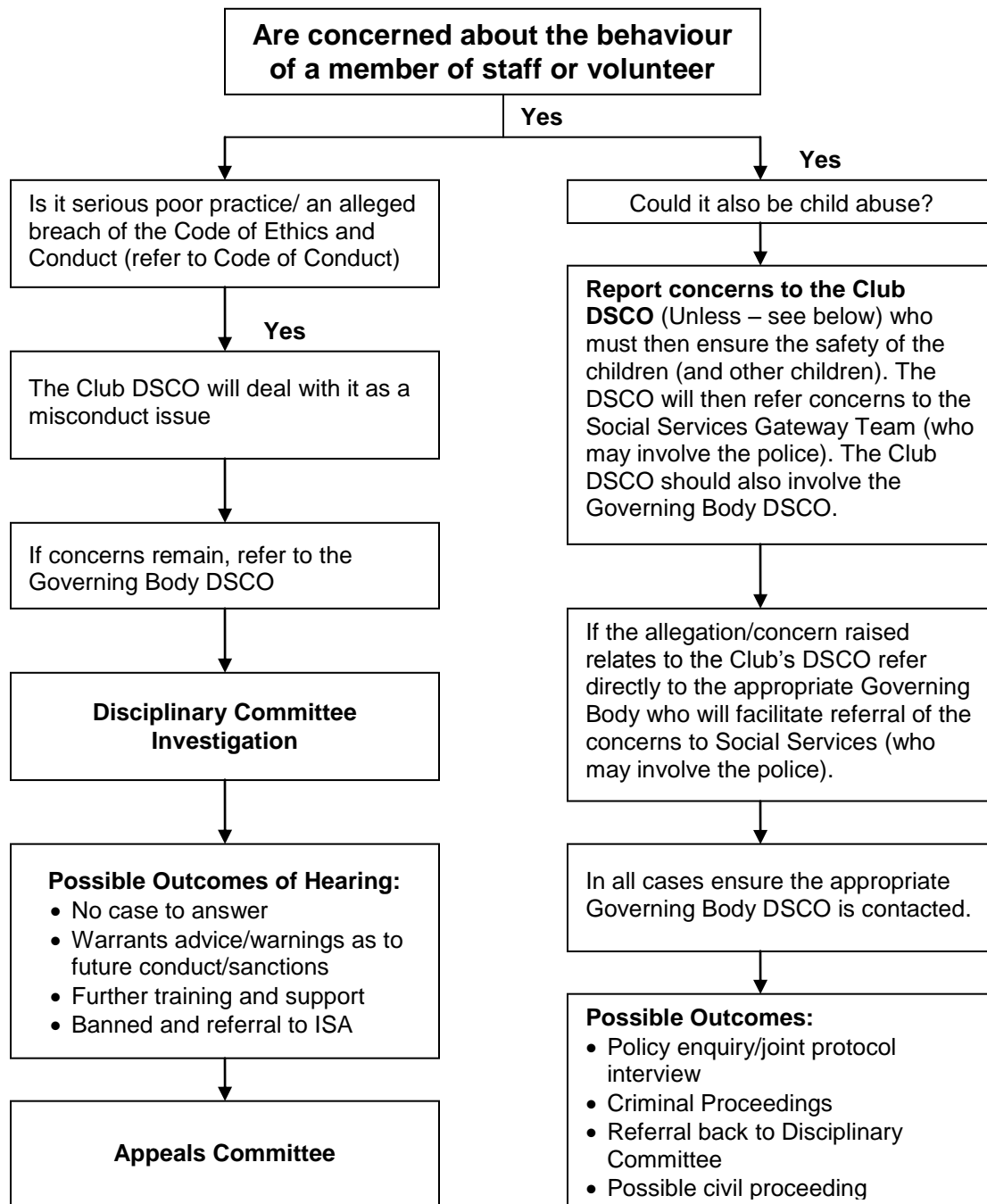
## **What steps need to be taken when reporting concerns**

Designated Safeguarding Children Officer (DSCO)

**When the complaint is about possible abuse outside the organisation**



## Reporting Procedures about behaviour of a club member/coach



If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the Social Services direct (or the NSPCC on 0808 800 5000 or Childline on 0800 1111). At any stage during the process in the left hand column the issue can be referred externally either formally or informally for advice. Following the external (right column) outcome the matter may be referred back to the club's Disciplinary Committee.