

Reporting procedures

Any person with information of a disclosure, allegation or concern about the welfare of a child must immediately report this in one of the following ways

1. You witness, suspect or are told about possible abuse in an athletics setting.
2. You become aware of possible abuse in a setting outside Athletics
3. You witness, suspect or are told about concerns relating to poor practice within an athletics setting
4. Referral Form

See corresponding flowcharts 1-3 and use referral form in section 4.

1. You witness, suspect or are told about possible abuse in an athletics setting.

Is a child in immediate danger or in need of medical attention?

NO

Is there a trained Welfare Officer available

YES

Seek appropriate medical advice. Inform doctor or paramedic that the matter relates to child protection

NO

Refer to Welfare Officer at nearest available point

YES

Refer immediately to Children's Social Care(social services) and/or Police **and** Notify HC/UKA Welfare Officers. Keep a detailed record at each stage and send a copy to

Above agencies will share information, notify appropriate organisations and individuals and conduct investigations.

Case Management Group(CMG) will consider the case immediately if the concern does not satisfy statutory thresholds for taking further action or Athletics' procedures will be suspended pending the outcome of any statutory investigation and processes. Irrespective of the outcome of any criminal or civil or child protection investigation the CMG will consider the need for disciplinary action/sanctions.

An appeal may be placed by the person in question

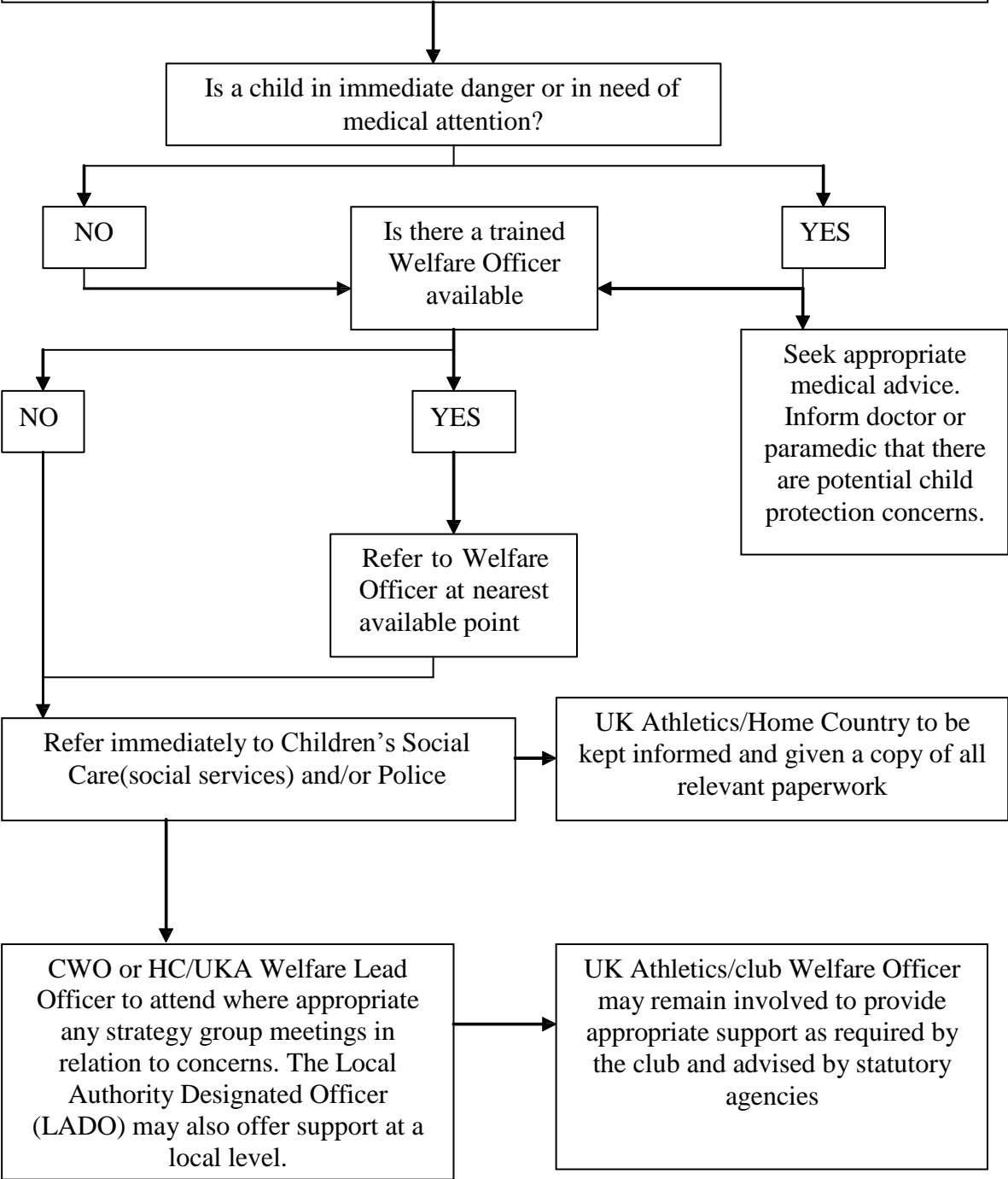
Notification to relevant agencies and enforcement, including Independent Safeguarding Authority for possible barring

Outcome 1
Appeal dismissed (sanction remains)

Outcome 2
Appeal allowed or allowed in part (sanction may be removed or altered)

**Please ensure that you complete an incident report form and keep complete records at every stage of your involvement.
Please forward a COPY of all documentation to UKA and Home Country Lead Welfare Officers**

2. You become aware of possible abuse in a setting outside Athletics



**Please ensure that you complete an incident report form and keep complete records at every stage of your involvement.
Please forward a COPY of all documentation to UKA and Home Country Lead Welfare Officers**

3. You witness, suspect or are told about concerns relating to poor practice within an athletics setting

Refer to Welfare Officer at closest point (club and Home Country Welfare Officer)

The case will be considered by the HC Welfare Officer and may be managed at club level with support.

Seek appropriate medical advice. Inform doctor or paramedic that the matter relates to child protection

Outcome 1
Conclusion of investigation
No case to answer

Outcome 2
Non disciplinary – situation requires retraining, mentoring or arbitration

Outcome 3
Disciplinary – Referred to UKA CMG for consideration of an investigation

UK Athletics/Home Country Decision – Sanction where appropriate

An appeal may be placed by the person in question

Outcome 1
Conclusion of hearing:
Appeal dismissed

Outcome 2
Appeal allowed (in part),
sanction removed in part

Notification to relevant statutory agencies and enforcement

**Please ensure that you complete an incident report form and keep complete records at every stage of your involvement.
Please forward a COPY of all documentation to UKA and Home Country Lead Welfare Officers**

Your name and contact details: _____
Your position: _____
Your knowledge of and relationship to the child
Child's name: _____
Child's address: _____
Child's date of birth: _____
Date(s), time(s) and location(s) of incident(s): _____
Nature of the concern/allegation: _____
Observations made by you or to you (e.g. description of visible bruising, other injuries, child's emotional state etc): NB Make a clear distinction between what is fact, opinion or hearsay
Exactly what the child said and what you said (Remember, do not lead the child– record actual details. Continue on a separate sheet if necessary):
Actions Taken so far:
External agencies contacted: _____

Police Yes No If yes, which: _____

Date and time: _____

Name and Contact number: _____

Details of advice received: _____

Children's Social Care Yes No If yes, which: _____

Or Local Authority Designated Officer

Date and time: _____

Name and Contact number: _____

Details of advice received: _____

UKA LCPO Yes No If yes, which department: _____

Date and time: _____

Name Role and Contact number: _____

Details of advice received: _____

Other (e.g. NSPCC, Children 1st) Yes No If yes, which: _____

Date and time: _____

Name and Contact number: _____

Details of advice received: _____

Print name: _____

Signed: _____ Date: _____

Remember to maintain confidentiality (on a need to know basis)-only share if it will protect the child. Do not discuss the incident with anyone other than those who need to know.

A copy of this form must be sent to: Athletics Welfare, PO Box 332, Sale. M33 6XL
 Email: childprotection@uka.org.uk Telephone: 0161 223 4246.