



ESSINGTON RUGBY CLUB: REPORTING SAFEGUARDING CONCERNS PROCEDURE

IF A CHILD OR ADULT IS IN IMMEDIATE DANGER

Call:

999

Then inform the Club Safeguarding Officer.

STEP 1 – RECOGNISE

You may:

- Witness concerning behaviour.
 - Receive a disclosure.
 - Observe injuries.
 - Become aware of online abuse.
 - Receive information from another person.
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STEP 2 – RESPOND

DO:

- ✓ Listen
- ✓ Stay calm
- ✓ Reassure
- ✓ Record information

DO NOT:

- ✗ Investigate
- ✗ Promise confidentiality
- ✗ Ask leading questions

STEP 3 – REPORT

Report immediately to:

Sophie Lockley

Club Safeguarding Officer

Email:

safeguarding.erufc@gmail.com

Reporting Timescale

All safeguarding concerns should be reported as soon as possible and, wherever practicable, on the same day that the concern arises or is disclosed. Delays in reporting may place individuals at additional risk.

Alternative Reporting Route

Where a concern relates to the Club Safeguarding Officer, the Club Safeguarding Officer is unavailable, or an individual does not feel comfortable reporting directly to the Club Safeguarding Officer, the concern may be reported to Phil Breakwell, Mental Health Lead and Inclusion & Diversity Officer, as the club's Alternative Reporting Contact. Concerns may also be raised directly with Staffordshire Rugby or the RFU Safeguarding Team where appropriate.

Where a concern relates to the Alternative Reporting Contact, or an individual does not feel comfortable using either club reporting route, the concern should be raised directly with Staffordshire Rugby, the RFU Safeguarding Team, the Police or the relevant statutory safeguarding service as appropriate.

STEP 4 – RECORD

Record:

- Date
- Time
- Location
- Individuals involved
- What was seen or heard
- Action taken

Use factual information only.

Preserving Evidence

Where appropriate, preserve any available evidence including screenshots, text messages, emails, photographs or social media posts. Evidence should not be altered, edited or shared unnecessarily and should be passed securely to the Club Safeguarding Officer.

STEP 5 – ESCALATION

Following receipt of a safeguarding concern, the Club Safeguarding Officer will:

- Review the information provided.
- Assess any immediate safeguarding risks.
- Maintain appropriate safeguarding records.
- Seek advice where required.
- Refer matters to Staffordshire Rugby, the RFU Safeguarding Team, Children's Services, Adult Social Care or the Police where appropriate.
- Record actions taken and outcomes.

The Club Safeguarding Officer will not investigate concerns independently where statutory agencies are involved.

GOVERNANCE NOTIFICATION

The Club Chairman may be informed that a safeguarding matter is being managed where this is necessary for club governance, risk management or operational action. Confidential safeguarding information will only be shared where there is a legitimate need to know. The full Committee will not routinely receive confidential safeguarding case information.

CONFIDENTIALITY

Information should only be shared on a need-to-know basis.

Safeguarding records will be stored securely, retained in accordance with club safeguarding and data protection procedures, and accessed only by individuals with a legitimate safeguarding responsibility.

PROTECTION FOR THOSE RAISING CONCERNS

Anyone raising a safeguarding concern in good faith will be supported and will not be subjected to victimisation or detrimental treatment. Information will be treated sensitively and shared only with those who need to know in order to respond appropriately. Where possible, the wishes of the person raising the concern regarding confidentiality will be respected; however, absolute confidentiality cannot be guaranteed where safeguarding action or disclosure is required.

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Policy Owner: Club Safeguarding Officer

Approved By: ERUFC Committee

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