Gloucestershire County Cricket Club – Process for Responding to safeguarding concerns.

This document sets out what to do if you have a concern about a child, vulnerable adult or behaviour of another adult.

Firstly it's important to be aware that **Safeguarding is everyone's responsibility** and it is your duty to report any issues or concerns as soon as possible.

The club's Designated Safeguarding Officer should be your first point of contact if you are concerned about a child or vulnerable adult or want to discuss a potential safeguarding concern.

Club Safeguarding Officer is:



John Peplow
Safeguarding@glosccc.co.uk
07768552639

A safeguarding concern could take many forms including;

- Something a child, young person or vulnerable adult says to you or someone else.
- Observing concerning behaviour by another adult towards a child, young person or vulnerable adult.
- Poor practice by colleagues leading to potential or actual harm.
- Behaviours by an adult/adults which indicate risk or concern.
- Something you have heard someone else say or have been told about a third party.
- Just a feeling of discomfort or that something is not quite right.

Remember: When making a decision always put the safety and wellbeing of any child or vulnerable adult first.

If you think a child or vulnerable adult is at immediate risk or harm or you think a crime has been committed you can report this to police or relevant social care services straight away. Details on how to do this can be found below.

You do not need definitive proof of something to report it or seek advice about the best course of action.

YOU DON'T HAVE TO BE SURE TO SHARE

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There are 3 steps to take when managing a concern, allegation or disclosure.

1. Responding to the disclosure/information
2. Recording exactly what you have seen, heard or been told.
3. Reporting information to the relevant person.

1. Responding to a disclosure, allegation or suspicion.

Do:

- Firstly ensure that any child/vulnerable adult involved is safe and there are no immediate concerns/risks that need to be managed.
- Stay calm, listen and observe to ensure you allow the person time to tell their story in full.
- If you need to, ask clarifying questions like 'tell me exactly what happened' or when?, where?, who was there? etc.
- Reflect back what has been said so you can confirm you understand and have information correct/accurate.
- Keep an open mind and avoid making assumptions or judgments.
- Use your own common sense and judgement to decide if immediate action is required.
- Explain that you will need to pass this information on to ensure everyone involved is safe.
- Maintain confidentiality. Only tell people who need to know. This may include parents or carers if this helps keep individuals safe.
- Include children and vulnerable adults in the process, if they have the capacity. Ensure they know what's happening and gain their views where appropriate.

Don't:

- Approach an alleged abuser/perpetrator and question or accuse them. Alerting someone may cause further harm or mean important evidence could be lost/destroyed.
- Take any other action before consulting with your safeguarding officer or other professional. Unless doing nothing puts child/vulnerable adult at further risk.
- It is not your job to investigate concerns, only to collect and pass on relevant information.
- Promise to keep any information to yourself. You have a duty to share potential safeguarding concerns.
- Ignore or dismiss reports or fail to pass information on or follow the correct procedures.

2. Recording information:

- Make written notes of everything you have seen, heard or been told as soon as you can.
- Include exact wording/quotes wherever possible.
- Include full details of child/children or vulnerable adult involved. Dob, address, school etc.
- Dates, times, adults present/involved

- Details of any adults you think present a risk (if applicable)
- Record details of any injuries observed, if relevant.
- Stick to facts: what you have seen, heard and been told. Avoid opinion or hearsay.

You may be asked to complete an ECB referral form which will ask for detailed information.

This form may be used as evidence in any subsequent investigation so it's important to be clear, concise and accurate and avoid using jargon, abbreviations or derogatory/discriminatory language.

3. Reporting your concerns:

As stated above, if you are worried about the immediate safety or wellbeing of a child, young person or vulnerable adult you can report this directly to police or relevant the Local Authority Team.

Bristol City Council Adult Safeguarding: Report suspected abuse (bristol.gov.uk)

Bristol City Council Children's Safeguarding: Concerns about a child (bristol.gov.uk)

Otherwise call or email Club Safeguarding Officer **John Peplow** as soon as you can.

Email: safeguarding@glosccc.co.uk or john.peplow@glosccc.co.uk or call **07768552639**

Or Deputy Safeguarding Officer **Emily Geach**

Email : emily.geach@glosccc.co.uk or call **07534542726**

or email ECB team safeguarding@cricketregulator.co.uk

I acknowledge that I have read and understood the above policy.

Name_____

Role_____

Signed_____

Date_____

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