

# **HYKEHAM BOWLS CLUB**

## **Safeguarding Procedure** July 2023



### **Content**

- 1. Responsibility**
- 2. Reporting concerns**
- 3. Making referrals**
- 4. Allegations**
- 5. Making a report**
- 6. Information flowchart.**

### **1. RESPONSIBILITY**

Safeguarding is everyone's responsibility. All members, volunteers and contractors are required to report any suspected abuse and be aware of the appropriate reporting and support procedure for safeguarding.

The Safeguarding Officer will discharge their safeguarding functions in a way that ensures that children are safeguarded from harm, and promotes their welfare. They are responsible for following up any suspected reports of abuse, and for informing the Police or other appropriate external bodies.

### **2. REPORTING OF SAFEGUARDING CONCERNS**

If you are worried about a child or adult at risk, talk to the HBC Safeguarding Lead to discuss your concerns at the earliest opportunity, as long as it will not delay any potential referral or place someone at harm.

#### **Safeguarding Officer**

Mike Grimwood

### **3. MAKING REFERRALS**

Members must make it clear to anyone who shares information with them that they will have to pass the information on and follow this procedure in order to ensure that no one else is at risk, or to prevent a crime, or to protect them if they cannot protect themselves from harm.

If we have a concern and need to make a safeguarding referral our Safeguarding Officer's first contact will be the NGB Lead Safeguarding Officer, Helen Slimm 07858 502191.

If we cannot contact the club officer or the NGB officer then call either the

- Lincolnshire Safeguarding Adult Board, 01522 782155 or
- Lincolnshire Safeguarding Childrens Partnership 01522 782111

In an emergency situation we will call 999 to report the emergency.

### **4. ALLEGATIONS AGAINST ANY HBC MEMBER OR VOLUNTEER**

It is essential that any allegation of abuse made against a person who works with children and young people including those who work in a voluntary capacity are dealt with fairly,

quickly, and consistently, in a way that provides effective protection for the child, and at the same time supports the person who is the subject of the allegation.

This procedure applies to a wider range of allegations than those in which there is reasonable cause to suspect a child is suffering, or likely to suffer, significant harm. **It also includes allegations that might indicate that the alleged perpetrator is unsuitable to continue to work with children in their present position, or in any capacity. This may be due to concerns about the persons conduct in their personal or professional life that might indicate their unsuitability to work with children.**

The procedure must be followed for any allegation where a member or volunteer:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against, or related to, a child; or
- behaved in a way that indicates s/he is unsuitable to work with children.

Any allegation against a HBC member or volunteer must be reported immediately, or at least within one day to the safeguarding lead. If the allegation involves the Safeguarding lead a report should be made to the Committee Chairman or the NGB Safeguarding Lead.

## **5. MAKING A SAFEGUARDING REPORT**

### **In the case of a child or young person (under 18 years old)**

Parents/ carers should be advised that you are making a referral unless this might put the child at risk or cause any delay in referring

### **In the case of an adult**

It is essential that wherever possible it is the adult at risk who will decide on the chosen course of action, taking into account the impact of the adult at risk's mental capacity where relevant.

However, the people and organisations caring for, or assisting them, must do everything they can to identify and prevent abuse happening wherever possible and evidence their efforts.

Whatever actions are taken a report of the incident and actions taken must be recorded in writing as soon as possible. These notes will be disclosable should a formal or criminal investigation occur. The report must be confidential unless an investigation warrants the disclosure. The reports will normally be held by the HBC Safeguarding Officer.

Remember ALL notes will be disclosable should a formal or criminal investigation occur. *Ensure that your notes are signed, dated, professional, separate opinion from fact, are recorded verbatim using the same words as were used during the disclosure.*

*If you are requested to share information you should follow the flowchart attached.*

