



Fulham Irish GAA Club



Safeguarding Procedures and Reporting of Concerns

We ask all club members, supporters and visitors to be familiar with the club's and the Gaelic Games Associations' codes of behaviour and safeguarding policies. If there is a potential or alleged breach of these, this page sets out the procedures of what to do next.

Reporting and Recording Incidents or Concerns

If an incident or concern needs to be raised, the first point of contact(s) will normally be the Designated Safeguarding Lead on the day and the Club Children's Officer. If for any reason this is not possible or appropriate, an alternative official at the club, the Children's Officer for the London County Board or for the Provincial Council of Britain, or the relevant authority should be contacted.

What to record:

You must prioritise the needs of the child at all times, especially if you suspect a child may be at immediate risk. Once you have responded to the child's needs, you should record everything you can as soon as possible. The sooner you record, the more information you will recall and the more accurate the information will be. You should record:

- Name, age and gender of the child
- Detail of the concern; nature of any injury / abuse
- Date and time of the incident / allegation or when the concern was raised
- What you were doing before and during the concern being raised
- What the child and others were doing before and during the time that the concern was raised
- What was said or done, and by whom
- Any immediate action taken before or making the record
- What the child said, if anything, as closely as possible to their original words
- Name of the person raising the concern
- Name and designation of the person to whom the concern was reported, the date and time, their contact details, and any agreed actions
- Date and sign your record
- If you recall more information later, do not change the original record but add this information as an addendum, which should be dated and signed separately.

It can be very hard to remember every detail about moments like this, but try to write down as much information for each of these headings as you can, and keep the record safe and secure.

A template is provided here which may be helpful: <https://thecpsu.org.uk/resource-library/forms/incident-reporting-form/>

Remember that recording is potential evidence of a breach of the club Code of Behaviour and/or a breach of the law, including child abuse. You may be the only person who hears the allegations or concerns. What actions the club, related organisations or the authorities take may depend on what is recorded. If the concern is serious, you may be required to in a case conference or in court.

How to Keep Records:

- You must share and pass on your record to the Children's Officer as soon as possible
- Store and share your records on a need to know basis
- If you are unsure about how and where to keep your record secure, seek advice from the Children's Officer
- The Designated Officer reporting suspected or actual abuse to the Statutory Authorities should first inform the family of their intention to make such a report, unless doing so would endanger the child/vulnerable adult or undermine an investigation.

Safeguarding considerations for young players with special needs, disabilities or who are LGBTQ+

The club Code of Behaviour states that everyone should be treated equally regardless of ability, cultural or ethnic origin, gender, sexual orientation, or religion. However, we recognise that some people may require additional support from time to time and the club is committed to providing a level playing field for all our members. While it is not a requirement of participating in the club, we do encourage young player(s) or their parent(s)/guardian(s) to notify the relevant coaches and/or other club officials if they require additional support or feel that they are at risk of not being treated equally by others within the club and we will take the necessary steps to ensure everyone is given the support they need to thrive as a member of Fulham Irish. We do not have a formal procedure on how to deal with every personal situation that may arise but we do promise to find a solution that adheres to best practice as advised by the Gaelic Games associations, the CPSU (<https://thecpsu.org.uk/>) and/or other relevant support and oversight bodies including the NSPCC.

Forms to help with recording and reporting different types of incidents are available at the below links. It is the duty of Designated Safeguarding Lead on the day to make sure the details of any reportable incident are recorded accurately and reported to the Club Children's Office or other relevant body in a timely manner (usually the same day).

Accident recording and reporting

- <https://thecpsu.org.uk/resource-library/forms/accident-reporting-form/>

Bullying recording and reporting

- <https://thecpsu.org.uk/resource-library/forms/bullying-incident-report-form/>

If a child goes missing or is found at a club training, match or away blitz

- <https://thecpsu.org.uk/resource-library/forms/lost-found-child-form/>

Identifying and dealing with concussion

- <https://ggcb.org.uk/safeguarding/concussion/>
- https://www.londongaa.org/content_page/10037867/