

# Safeguarding concerns reporting procedure Churchdown Village Bowls Club (CVBC)

(To be used when concerns arise about the behaviour of a member of staff, coach or volunteer within affiliated sports organisation towards an adult/ child or children (such as concerns about poor practice or allegations of abuse).

Right Away

**Is the child in immediate danger or are they injured? If so, contact the emergency services first,**

Right Away

Report the concern to CVBC Safeguarding Officer  
**Mrs Janet Pearce Tel: 07971 097673**

Right Away

Right Away

Within 24 hrs

The Safeguarding Officer to consult with the County Safeguarding Officer and/or NGB Safeguarding Officer and/or children/adult social care, police, LADO or NSPCC helpline to determine further action to be taken.

Within 24 hrs

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Record the actions taken and agreed, including who will inform the parents or emergency contact in the case of adults

Within 24 hrs

## Lower Level Concerns

## Possible Child abuse or criminal offence

Deal with concern using complaints or disciplinary procedures

Make a referral to children's social care, LADO or police within 24 hours and records the actions taken and agreed.

Undertake disciplinary investigation and hold hearing.

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Consult with statutory services or NGB Disciplinary lead to decide on:

Possible outcomes:  
No case to answer.  
Advice or warning given.  
Training and support needed.  
Other Sanctions.  
Exclusion.

Start disciplinary process only if statutory services agree.  
Seek support from LADO.

Refer to DBS if you organisation thinks an individual has caused harm or poses a risk to others.

Outcome of statutory services investigations:  
No further action.  
Criminal Prosecution.  
Assessment of risk.  
Other

Disciplinary appeals process

Undertake full disciplinary investigations and hold hearing.

Outcomes and possible appeal