



HELP GUIDE FOR RECORDING SAFEGUARDING INCIDENTS

All relevant documents have been extracted from the Guardian Ballers Safeguarding Policies



Guardian Ballers CIC,
47A Parkside, Coventry,
CV1 2HG



guardianballers.org



hello@guardianballers.org

Non-profit, Community-
Interest-Company (CIC),
Registered: 14041987



CONTEXT AND CONTACT

Centre Details

Name of Registered Organisation:

Guardian Ballers CIC
The Welcome Centre
47 Parkside,
Coventry
CV1 2HG

Website: <https://guardianballers.org/>

Telephone number: +44 7311 387 241

Email Address: hello@guardianballers.org

Registered Organisation: 14041987

Safeguarding Leadership Team

The person in receipt of allegations or suspicions of abuse / concerns should report concerns as soon as possible to:

1st Point of contact	Designated Safeguarding Lead	Mr Kieran Joseph, CEO and Founder	Kieran.Joseph@guardianballers.org 07502 371441
If DSL is not available	Deputy Designated Safeguarding Lead	Mr Scott Neely, Projects Manager and Lead Deliverer	scott.neely@guardianballers.org 07855 340 722
If allegation is about DSL or DSL	Designated Safeguarding Board Member	Harran Bains Director	Haran_bains@hotmail.co.uk +447886844881

The Safeguarding Leadership team may need to inform others depending on the circumstances and/or nature of the allegations or suspicions of abuse / concerns

A copy of this Safeguarding Policy is available on request by emailing hello@guardianballers.org or available at the bottom of our website: <https://guardianballers.org/>



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Procedures- What to do when there is disclosure/concern?

In the event of any concerns regarding a child with regards to the above or any other safeguarding issue then the DSL or deputy will be informed at the earliest available opportunity.

If necessary, the DSL will inform the relevant Social Services Department without delay and the management committee. The DSL will also ensure that the child protection policy and procedures are kept up to date, reviewed and signed off by the board of directors.

If there are concerns about sharing the above information with a colleague you can contact the local safeguarding team (details below), or the police directly, or the NSPCC Child Protection Helpline on 0808 800 5000.

Disclosure First steps – How to Respond?

If someone discloses that they are being abused, whether in the home or the setting, then upon receiving the information, you should:

- React calmly, even if on the inside you are feeling something different
- Reassure the child that they were right to tell and that they are not to blame and take what the child says seriously
- Keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said. Don't forcefully ask about explicit details.
- Reassure but do not promise confidentiality, which may not be possible in order to ensure safety.
- Inform the child/young person what you will do next.
- **Make a full and written record of what has been said/heard as soon as possible and don't delay in passing on the information.**

Effective Listening

- Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.
- It is especially important to allow time and space for the person to talk.
- Above everything else listen without interrupting



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- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

HELPFUL RESPONSES

- You have done the right thing in telling someone
- Thank you for sharing this with someone
- We have someone in GB who will help me process the information

DON'T SAY

- *Why didn't you tell anyone before?*
- *I can't believe it!*
- *Are you sure this is true?*
- *Why? How? When? Who? Where?*
- *I am shocked, don't tell anyone else*
- *I will help you sort this out*

If the child or young person asks you not to tell anyone and to keep it a secret. Then your response should be:

'Part of my role is to keep everyone safe and so I need to tell one of the Guardian Ballers leaders'





Recording the allegation/concern- What to note?

The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report.

This is the 'report of the first account' and must be kept securely. It is important that the report is an accurate description.

Then, the DSL can support the witness during this process but must not complete the report for the witness.

The 'report of first account' and any further processed documents will be made available on request from either the police and/or social care teams and should aim to include:

- a) **The allegation or concerns, including the date and time of the incident or allegation**
- b) **The child's name, age and date of birth**
- c) **The child's home address and telephone number**
- d) **Whether or not the person making the report is expressing his or her own concerns of those of someone else, making a clear distinction between what is fact, opinion or hearsay**
- e) **What the child said about the abuse and how it occurred or what has been reported to you.**
- f) **The appearance and behaviour of the victim.**
- g) **Any injuries observed.**
- h) **Details of witnesses to the incidents**
- i) **Have the parents been contacted? And if so, what has been said?**
- j) **Has anyone else been consulted? If so, record details**
- k) **Where possible, referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact that took the referral should be recorded.**
- l) **Whether any other children are also at risk**





Disclosure Next steps

If you think abuse has or may have occurred act immediately. It is the responsibility of the person first becoming aware of a situation where there may be a child subject to, or at risk of, abuse to make safe and deal with the immediate needs of the person. This may mean taking reasonable steps to ensure the child is in no immediate danger and seeking medical treatment if required as a matter of urgency.

Do NOT discuss the allegation of abuse with the alleged perpetrator.

Do NOT disturb or destroy articles that could be used in evidence. Where an assault of some kind is suspected do not wash or bathe the person unless this is associated with first aid treatment necessary to prevent further harm.

Do NOT discuss concerns or disclosures with other members of staff other than the DSL.

If the allegation is about a staff member or volunteer of any organisation, ensure that the allegation is properly managed. Tell your DSL or deputy DSL if your safeguarding lead is unavailable or is implicated in the allegation.

(Safeguarding Team Contact Details are towards the front of the Policy)

Contact the police if it is thought a crime has just been committed. Call 101 or 999 if an emergency.

If the allegation is against a member of staff a volunteer or a service user of Guardian Ballers CIC

Guardian Ballers CIC will ensure that any allegations made against representatives of Guardian Ballers will be dealt with swiftly and in accordance with these procedures:

- * The worker must ensure that that the child is safe and away from the person against whom the allegation is made.
- * The DSL for safeguarding should be informed immediately.
- * In the case of an allegation involving the DSL contact the deputy safeguarding lead or, in their absence, the lead board member if they are independent of the allegations being made.
- * The DSL should contact the relevant safeguarding team (see contact details below) for advice on how to proceed with the immediate situation. Outside of



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working hours the Emergency Duty Team can give advice and/or in the event of an emergency situation arising, the police.

- * The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. This is the 'report of the first account'. It is important that the report is an accurate description. The DSL (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and/or social services.
- * Regardless of whether a Police and/or Social Services investigation follows, Guardian Ballers CIC will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident.
- * Whistle blowing will not prejudice the position or prospects of Guardian Ballers CIC staff or volunteers.



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THE STEPS TO TAKE: Safeguarding Record Form Flowchart

A child / young person tells you (**in person, via a chat or message**) something that has happened to them or something they have done or been involved in. This is called a disclosure. You hear something in a conversation (**online or in person**) which concerns you.

e.g:

A young person shares a point of view which is offensive to someone else

Language which is not appropriate

You see something that concerns you (in person or online) e.g:

Something in the background on screen

A bruise or injury

When online, you see something on screen which concerns you e.g:

A person in the background

Something on a t-shirt (offensive words)

A photo or image on display

IMPORTANT – Safeguarding concerns are all very different. If you have any doubts you must fill in a Safeguarding Concern Form,



*If the child or young person asks you not to tell anyone and to keep it a secret. Then your response should be:
'Part of my role at Guardian Ballers is to keep everyone safe and so I need to tell one of the Guardian Ballers leaders'*

OR

You are worried about the young person.
You have a feeling that something isn't right.
You aren't sure what to do



Speak to the leader of the session as soon as possible.



As soon as you (the person who saw / heard the concern) can write down (in bullet points) as much as you can with any dates, times and names

Use the words / language that was said directly to you by the young person or describe what you saw
Focus on facts





Your team leader will ask you complete/share a Safeguarding Record form. It is very important that you do this as soon as possible.



The Team leader will decide if the Safeguarding Lead needs to be phoned straight away on about the concern

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Deputy Designated Safeguarding Lead	Mr Scott Neely, Projects Manager and Lead Deliverer	scott.neely@guardianballers.org 07855 340 722
Designated Safeguarding Board Member	Mr Haran Bains Director	Haran_bains@hotmail.co.uk +447886844881



The Safeguarding Lead may speak to you directly about the concern.





WHAT TO RECORD: Safeguarding Record Form

SAFEGUARDING RECORD

**The completed form should be attached given to the session leader or directly to the DSL.
If the form is not physically handed, you must ensure that the relevant person confirms they have received the record.**

Date of record		Session/Programme	
Record given to (Staff) and How:		Session Leader	

Child's Full Name		Age/ School Year	
Cause for concern			
Concern documented by			
Signature			
Date			



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