CPSU procedure flowcharts



Child safeguarding reporting procedure concerns

1. About the behaviour of the organisation's staff member or volunteer (e.g. allegation about a coach or officer's behaviour towards a child)

Concerns arise about the behaviour of a member of staff, coach or volunteer towards a child/children.

(e.g. suspicions or allegations of poor practice or possible abuse)

Individual alerted to concerns reports to organisation / club / facility or event.

Club Welfare Officer completes the safeguarding incident report form and forwards a copy to the BJC.

CWO/BJC (if appropriate in consultation with Children's Social Care, Police or LADO) determines the route for further action to be taken (e.g. does the matter appear to be poor practice or possible abuse and records actions taken and agree).

Poor Practice/Breach of Code of Conduct

Concern dealt with as misconduct issue using complaints / disciplinary procedures as appropriate (in consultation with LADO).

Disciplinary investigation undertaken and hearing held.

Outcome of disciplinary process (e.g. no case to answer, advice or waming given, training / support required, other sanctions, or exclusion).

Consideration of referral to DBS, if appropriate.

Disciplinary appeals process

Possible Child Abuse/Criminal Offence

In consultation with statutory agencies and LADO:
Safeguarding LO consults with/refers to HR/Disciplinary lead/s re initiating disciplinary procedures, immediate temporary suspension (without prejudice), and notification of other organisations.

Disciplinary process initiated – investigation may be delayed pending outcome of statutory agencies' processes. Support from LADO.

Full disciplinary investigation undertaken and hearing held outcomes and possible appeal.

Safeguarding LO consults with/refers to Children's Social Care/Police and LADO and follows this up in writing within 24 hours.

Children's Social Care and/or Police hold Strategy Meeting (may include sports organisation rep) and agree investigation process

Outcome of Children's Social
Care or Police investigation
(e.g. NFA, criminal
prosecution, assessment of
risk etc.)