

## RESPONDING TO AN ALLEGATION

What should you do if you are concerned?

If a child or young person indicates that they have been abused, or you obtain information which gives you concern, you should:

- React calmly so as not to frighten the child
- Tell the child he/she is not to blame and that it was right to tell
- Take the report seriously, recognising the difficulties inherent in interpreting what is said
- Keep questions to the absolute minimum to ensure a clear and accurate understanding. Only ask questions if you need to - do not ask the child about explicit details
- Reassure but do not make promises of confidentiality which might not be possible to keep in the light of subsequent developments

*Volleyball England will fully support anyone who, in good faith and where he/ she has reasonable grounds for doing so, reports his or her concern that a colleague is, or may be, abusing a child or young person, even if that concern is proved to be unfounded.*

- Make a full record of what has been said, heard and/or seen as soon as possible and fill out a Volleyball England Child Protection Incident Report Form (CPIRF). This form is on Page 7 of this publication or available from
  - The Area or Regional Child Welfare Officer
  - The Volleyball England website
- Pass the information, without delay, on to the appropriate person in accordance with the VE Child Protection Incident Reporting Procedure.



## INCIDENT REPORTING PROCEDURE

This reporting procedure is to be followed if:

- There has been an allegation of abuse made by any person concerning any child who is under the control, custody or supervision of VE, its officers, employees or volunteers
- Any member of the VE staff, officer, volunteer or accredited person has had any suspicions made known to them about any person or child
- Any incident that could be deemed as abuse has occurred.

### What YOU should do:

1. Ensure the child is safe and receiving any necessary medical attention and is able to talk about their concerns, if they wish.
2. Report the incident to the Club's Child Welfare Officer (CCWO), if your club does not have a CCWO, the report must be made to the Area or Regional CWO.
3. Fill in the **VE CPIRF** (page 7), giving full details of what occurred.

### What the Club's Child Welfare Officer should do:

1. Contact the child's parents (unless they are implicated in the incident). If considered necessary, contact will also be made to the Social Services, Police, NSPCC etc.
2. Immediately contact the Area/Regional Child Welfare Officer and report the incident and actions.

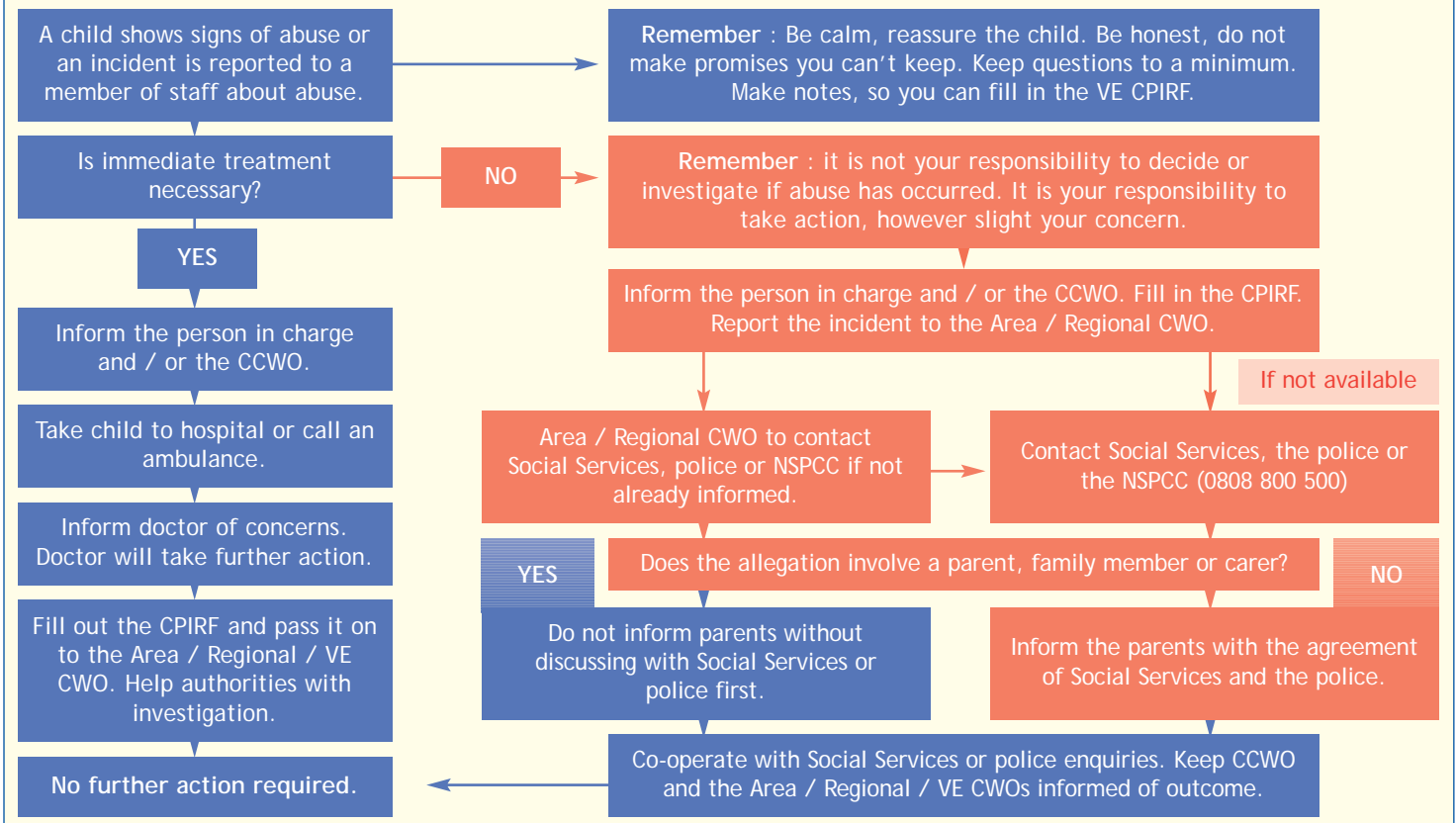
Information passed on to the Social Service Department or the police must be as helpful as possible, it will be necessary to make a detailed record of the following;

- The nature of the allegation
- A description of the indicators of abuse
- The account of the young person, if it can be given, of what happened to them
- Any times, dates or other relevant information
- A clear distinction between what is fact and what is hearsay.

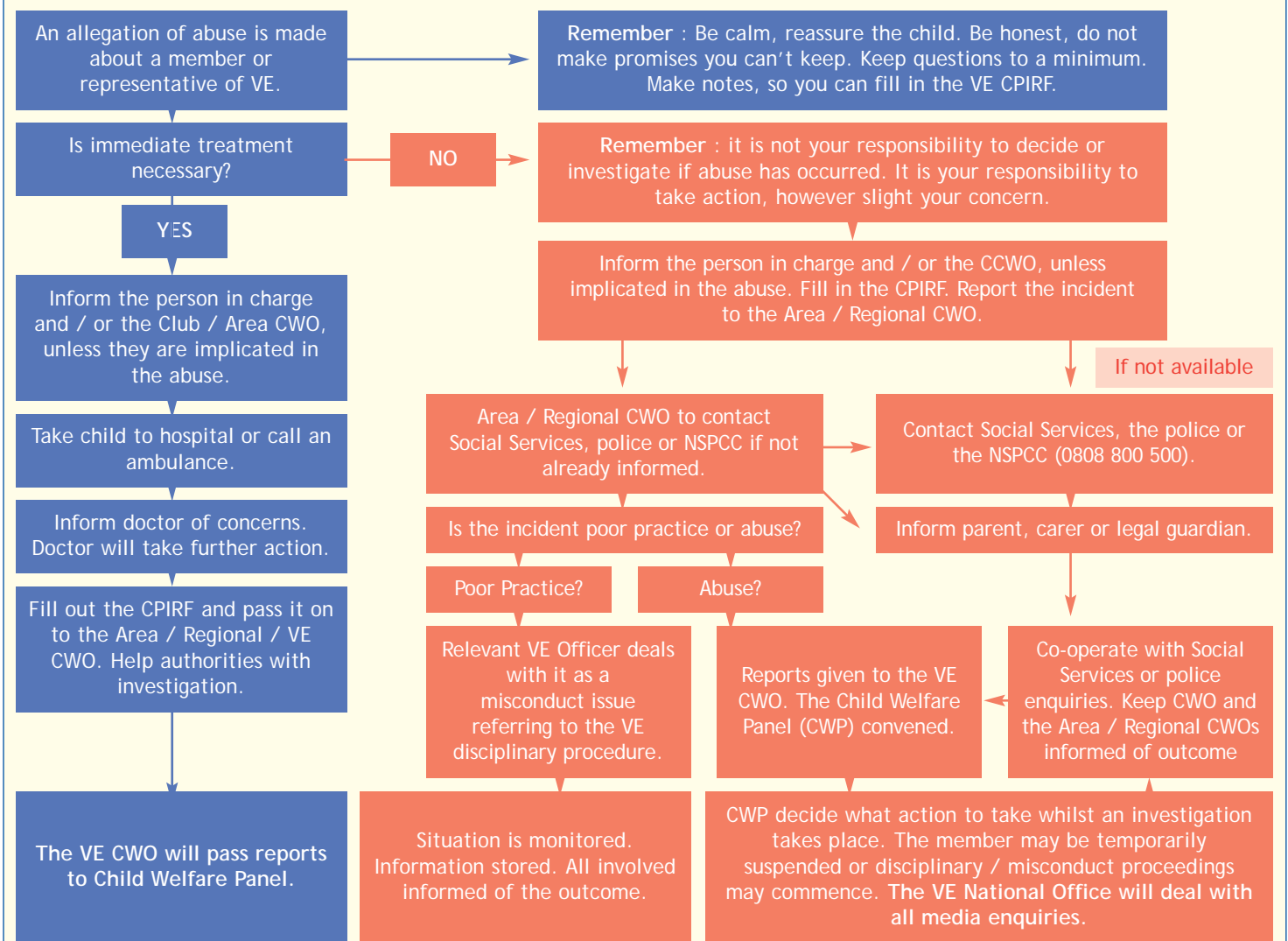
When a referral is made to the Social Service Department or the police a written report should be sent within 24 hours. A record should be kept of the name and title / number of the social service member or police officer to which the concerns were passed, together with the date and time of the call, in case any follow up is needed.

# CHILD PROTECTION INCIDENT REPORTING PROCEDURE

## Responding to signs or an allegation of abuse.



## Responding to an allegation of abuse against someone working on behalf of Volleyball England.\*



\*includes but not limited to professional staff, registered coaches/ referees, squad personnel and regional officers.

### INFORMATION SHARING

There has been confusion and uncertainty on the part of many professionals and volunteers working with children about when, how and with whom concerns about the welfare of children may be shared.



Information must be shared on a need to know basis. This includes sharing the information with the welfare officer, the police or social services and relevant people within the National Governing Body. If the matter is one concerning an allegation of abuse, the police or social services will take the lead in advising if others (including parents) can be informed. Remember there is a difference between information sharing and gossip. The latter should be avoided at all costs and could be unlawful (Data Protection Act).

There is advice on information sharing on [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk) or sports own information sharing protocol available [via the website](#) or on [request from the national office](#).

### THE LOCAL SAFEGUARDING CHILDREN BOARD

Local Safeguarding Children Boards (LSCBs) replaced Area Child Protection Committees (ACPCs) in April 2006 and have been set up to co-ordinate local work to safeguard and promote the welfare of children and to ensure the effectiveness of that work.

For our purposes the key agencies involved within the LSCB are the

1. Children's Services of the Social Services Department,
2. The Local Police,
3. The Education Department and
4. The Health Services (Hospitals and GPs).

The Children's Services and Police receive referrals relating to child protection concerns, the Education Department often work in partnership with sports in PESSCL programmes and the Health Services will treat children where their health has been impaired.

It is important that local clubs and welfare officers are familiar with the [contact/referral details within their LSCB](#) and know which local inter-agency procedures they are working to. The local authority children's services will be pleased to advise and provide contacts.

Some LSCBs have been developing 'Safeguarding through Sport' sub-groups managed by the local authority and with representation across the sports and recreation sector. Regional / County welfare officers should be aware of these arrangements and mechanisms for communication with them.



*Where the Panel does not consider that they have expertise relevant to the field of abuse to which the incident relates, the Chairperson will request a person with such expertise to the Panel.*

### THE CHILD WELFARE PANEL (CWP)

The Child Welfare Panel is to comprise at least three of the following:

- VE Solicitor (If appropriate)
- Chief Executive Officer (If appropriate)
- Club Child Welfare Officer (If available)
- Area / Regional Child Welfare Officer
- VE Child Welfare Officer
- Person with expertise in the field of abuse to which the incident may relate (e.g. Social Services or Police)

The confidential Group Discussion may take place by telephone, fax or email.

The Panel should immediately assess whether the child is, or is not at the risk of, suffering significant harm. If this is the case, ensure Social Services have been informed. Discuss and seek agreement with the child's parent/guardian (provided that to do so, will not place the child at increased risk of significant harm).

The Panel should then consider the action to be taken, to include but not be limited to the following questions:

#### ACTION ON SITE

1. What action is required on site?
2. Is further information needed?
3. Who should obtain this?
4. What third parties at the sight of the incident should be informed (e.g. parents, Social Services, Police) if they have not been informed already?

When a decision has been reached, the CWP should take such action as is required immediately. The Chairperson will keep all other relevant parties informed about the decisions the CWP have reached.

Where the incident involves a member of the VE staff, an officer or volunteer, or anyone representing the VE (collectively referred to as the VE Individual) the CWP may, in circumstances which they deem appropriate, arrange for the suspension of the VE Individual from his/her duties immediately.

Continued consultation should take place between the members of the CWP and all other relevant parties until the situation has been resolved. There should not be any period without communication of more than 28 days with involved parties and case management processes should not normally extend over more than 3 months.

## VOLLEYBALL ENGLAND CHILD PROTECTION INCIDENT REPORT FORM

Name	Position
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Date	Location
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1. **CONCERNS** -Describe your concerns and who they are about, child or adult.  
Give the names and if possible the details of the people involved.

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Where and when did the above take place?

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Does anyone else know about it? Did anyone else see, hear or make any comment? Give their names and (if possible) their details.

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Are these your concerns or a third party's? If the latter, give their name and, if possible, their details.

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2. **ACTIONS** Have you informed the CCWO/Person with overall responsibility for the child?  
If YES, please state what they said. If NO, please state why not.

YES  NO

3. **WRITTEN STATEMENTS**

Have you got a written statement from the child involved/any third parties involved?  
If NO, please state why not.

YES  NO

*NB: 1. Please write only facts and avoid interpretation.  
2. Include times, dates and locations wherever possible*

Signed	Dated
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