



ANGLING TRUST

Angling Trust

PD49 Safeguarding Responding and Reporting –
Disclosure/Abuse

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Document Author	Richard Hadley
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Purpose	To provide a guide on how to respond to a disclosure that may be a safeguarding alert

REVISION HISTORY			
Version	Date	Summary of Changes	Author
1.0	Nov 2018	New Document	Richard Hadley
1.1	Oct 2019	Front sheet added. Font Changed	Richard Hadley
2.0	June 2021	Document changed consolidate two previous documents and to add text to support the flowchart	Richard Hadley

Approvals		
Approved by: ATB/FLC/CEO/COO/GOV COMM	Date	Version
ATB	Nov 2018	1.0
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Audience	Method	By whom	Date of issue	Version
Staff, Officials and Volunteers	email			

Responding to a disclosure or a concern - a quick guide.

(Please also read the section taken from the policy)

If you are concerned, Doing NOTHING is not an option but neither is it your job to investigate a disclosure of abuse.

The young person has trusted you to tell you about their situation so you have to understand how hard this has been for them to do so and treat it very seriously and know what to do.

TRY TO:

- Remain calm
- Listen carefully and don't interrupt
- Try to find a point early in the conversation to explain that you will not be able to keep it to yourself and will need to share it with someone who will be able to help (reassure them that you will be with them if they wish and will help them to explain) but you will keep them informed at all times. If the young person is adamant that you can't tell anyone, you still must tell the Designated officer or the Welfare officer of the club. Discuss with the designated person of the AT if you are unsure.
- Allow them to continue at their own pace
- Ask only for clarification, don't ask leading questions
- Reassure them – they are not to blame, they have not done anything wrong
- Try to protect any evidence (photos of injuries, collection of clothing evidence etc)
- Record in writing as soon as you are able using their words as closely as possible and use the AT report form. Note down dates, times, as much detail as possible
- Contact the AT safeguarding officer, or Designated officer, Club welfare officer.

DO NOT:

- Show panic, shock or be upset
- Ask questions other than for clarification
- Speculate, make assumptions or judgements
- Make promises or agree to keep secrets
- Make comments about the alleged abuser

- Discuss the allegation with anyone other than the officers who can know
- Delay in reporting it
- Keep it to yourself

If you are unsure about what to do – you should discuss it with someone – there are more detailed guidelines listed in the section taken from the policy which also might help you during the process.

When the allegation is about an AT member of staff or volunteer, it is important to clarify the precise nature of the allegation –then report it to the Club Welfare Officer and /or the Designated person and the safeguarding lead. They will then take up the decision to inform the Police/Parents and Social Care. They would also make the decision about suspending the person if it is seen that others might be in need of protection.

If children and young people are abusing each other, then it should still be recorded and reported if it constitutes abuse, harm or assault see also bullying policy)

REPORTING

If a child reports to you that they have been abused in any way, then you have a responsibility to report it and not ignore it. It is not for you to decide whether it has happened or not. A flowchart can be found at the bottom of this sheet.

The **CLUB WELFARE OFFICER (CWO)** is the person appointed at club level and is the point of contact at your club. They will report any concerns you have to the AT safeguarding officer and will offer advice if needed.

The **AT SAFEGUARDING OFFICER (ATSO)** is the lead officer and will offer advice about all safeguarding issues, including the information about the Designated officers and safeguarding boards in each local area.

RECORDING

Please use the Incident referral form (found at the end of this sheet)

Be as factual as possible

Remember that this must remain confidential except to those who are allowed to see it and must be kept in a locked place at all times

Ensure that the information is correct and accurate.

Appendix 11

Incident Report Form

Name of organisation:
Your name:
Your position:
Your contact information:
Address:
Telephone numbers
Email address:
Child's name:
Child's date of birth:
Child's gender:
<input type="checkbox"/> Male
<input type="checkbox"/> Female

Child's ethnic origin:

Parent/Carer's name(s):

Parent/Carer's contact information:

Address:

Telephone numbers

Email address:

Have parents/carers been notified of this incident:

Yes

No

If YES please provide details of what was said:

Are you reporting your own concerns or responding to concerns raised by someone else:

Own concerns

Concerns raised by someone else

If responding to concerns raised by someone else, please provide further information:

Name:

Position within club/event:

Telephone numbers:

Email address:

Date and time of incident:

Details of incident or concern: Include all relevant information, such as description on any injuries and whether you are recording this incident as fact, opinion or hearsay.

Child's account of the incident:

Please provide and witnesses accounts of the incident:

Please provide details of any witnesses to the incident:

Name:

Position within club/event:

Telephone numbers:

Email address:

Please provide any details of any person involved in this incident or alleged to have caused the incident/injury:

Name:

Person within the club or relationship to the child:

Date of birth:

Address:

Please provide details of action taken to date:

Has the incident been reported to any external agencies?

Yes

No

If YES please provide further details:

Name of organisation/agency:

Contact person:

Telephone numbers:

Email address:

Agreed action or advice given:

Your signature:		Print name:	
Date:			

Contact the Angling Trust's Designated Safeguarding Officer in line with reporting procedures.

Appendix 4 – Reporting Flowchart - Concerns of possible abuse from within angling.

