

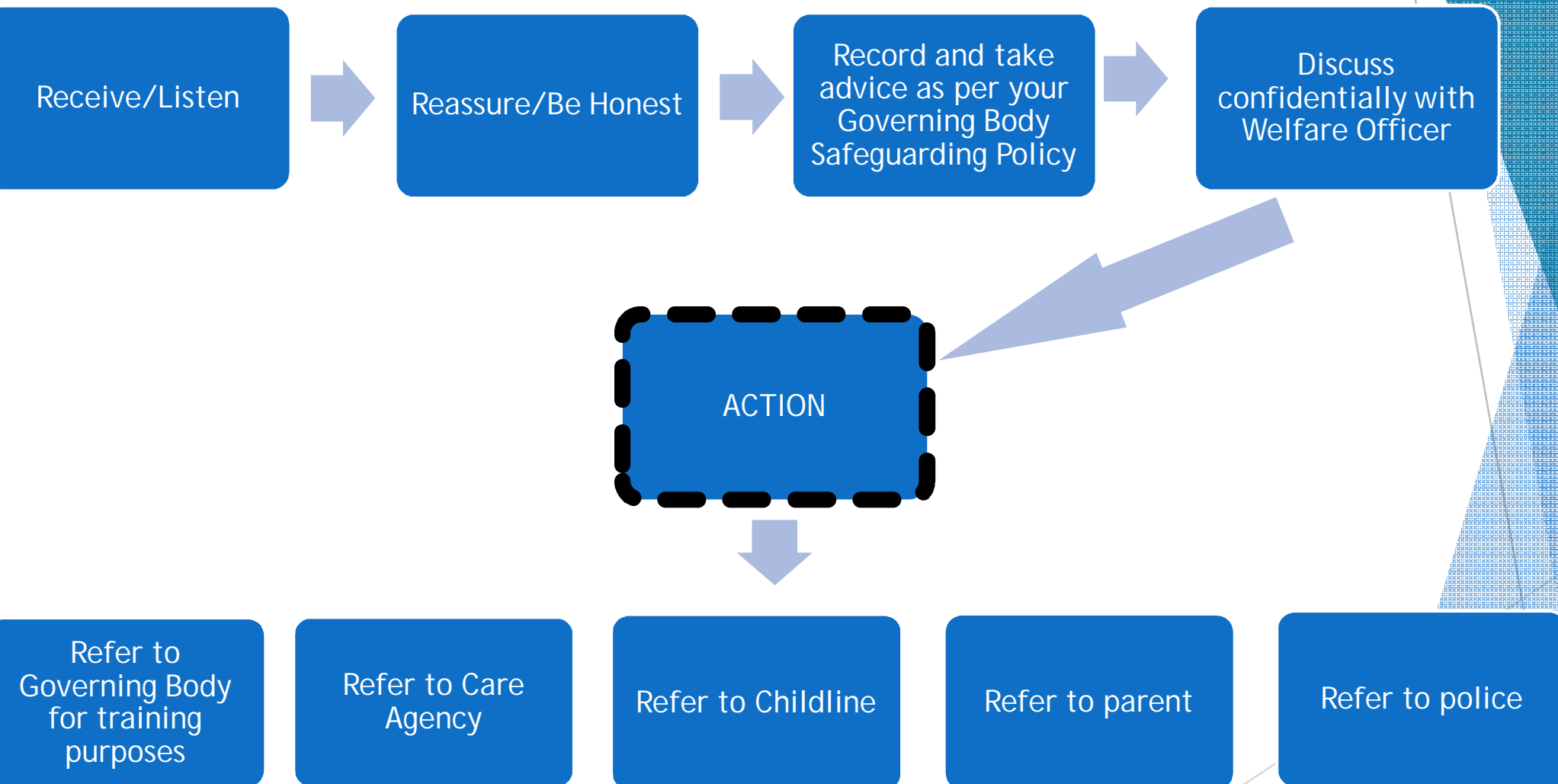
Section 5 - Take appropriate Action. Disclosure Process.

If you have a concern...Be persistent.

- ▶ 'If you disagree with the response of a colleague or another agency regarding the risk to a child, challenge it, ask questions'.
- ▶ Coaches are like first Aiders, the front line response, make safe, give information and pass to the professionals.



If you are concerned take action.



Details to be recorded if you are concerned about a child/young person

- ▶ Name of young person you are concerned about.
- ▶ Date of birth and age.
- ▶ School and school year.
- ▶ Gender.
- ▶ Home address.
- ▶ Contact Details.
- ▶ Details of the young person's family if known and relevant to the concern.
- ▶ Person raising the concern
 - ▶ Name
 - ▶ Date
 - ▶ Contact details
- ▶ What are the concerns? (Please see Assessment Triangle of needs, below)
- ▶ Does the young person know of and consent to you taking your concern forwards?
- ▶ Action Taken.



If you have a concern and suspect a child is being abused and if he/she confides in you.

Always:

- ▶ Stay calm - ensure the child is safe and feels safe.
- ▶ Listen to the child.
- ▶ Show and tell the child that you are taking what they say seriously.
- ▶ Reassure the child and stress that he/she is not to blame.
- ▶ Be honest and explain that you will have to tell someone else to help with the situation.
- ▶ Record and make a note of what the child has said as soon as possible after the event. (See details to be recorded)
- ▶ Involve parents, where appropriate.
- ▶ Maintain confidentiality - only tell others if it will help protect the child.
- ▶ Tell the designated Safeguarding or Welfare Officer.
- ▶ Follow the safeguarding policy of your organisation or association.



If you have a concern and suspect a child is being abused and if he/she confides in you.

Avoid:

- ▶ Rush into actions that may be inappropriate.
- ▶ Make promises you cannot keep.
- ▶ Take sole responsibility - consult someone else (Designated Safeguarding of Welfare Officer) so you can begin to protect the child and gain support for yourself.
- ▶ Display shock, anger, emotions.
- ▶ Probe for additional information.
- ▶ Make assumptions.
- ▶ Don't be afraid of silence and gaps.
- ▶ Criticisms of anyone (including the alleged abuser).
- ▶ Agree to keep secrets.
- ▶ Delay recording the concern.
- ▶ Delay in sharing information with relevant professionals.

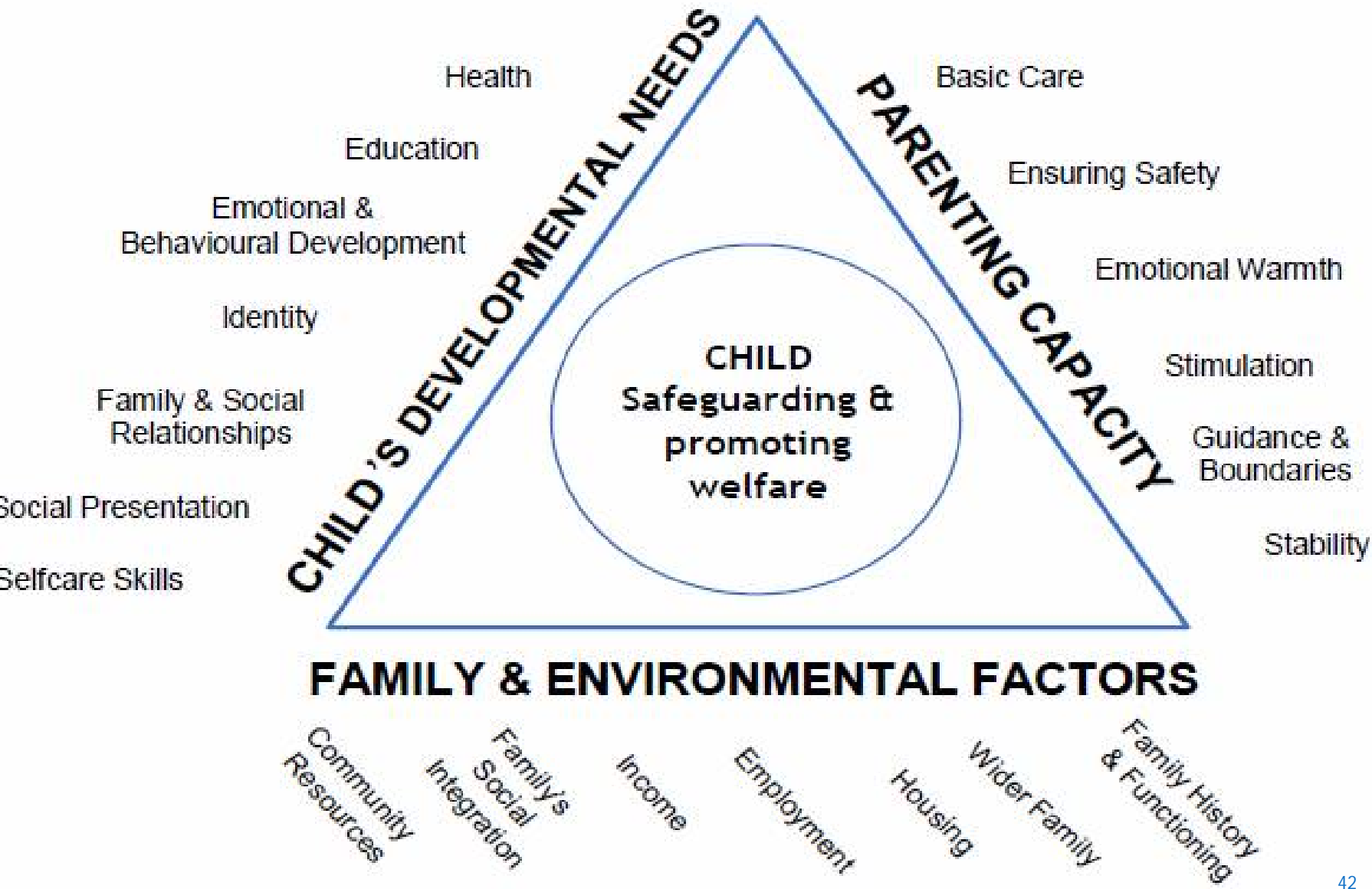


Information Sharing 7 Golden Rules.

- ▶ Data Protection Act is not a barrier for sharing info on and CP.
- ▶ Be open and honest about how you plan to share info.
- ▶ Seek advice if in doubt about whether to share.
- ▶ Share with consent, where appropriate.
- ▶ Consider safety and well-being of those about whom you are sharing information.
- ▶ Ensure sharing of information is necessary, proportionate, relevant, accurate, timely and secure.
- ▶ Keep a record of information sharing and reasons.



Assessment Framework



Useful information and contacts.

- ▶ Governing Body of Sport Safeguarding Policy.
- ▶ Governing Body of Sport Welfare Officer with contact details.
- ▶ **Care Agency** - Children and families services and duty Social Worker - 16 Governors Parade, Gibraltar - Tel 20078528.
- ▶ **Out of hours Social Worker** - Contact RGP - Tel 200 72500.
- ▶ **Child line** - Tel 8008.
- ▶ **Education Department** - School Head Teachers act as Safeguarding Officers for their schools.

▶ **GSLA Safeguarding Officers**

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