

SAFEGUARDING
CHILDREN, YOUNG
PEOPLE AND
VULNERABLE ADULTS
IN SPORTS POLICY



DRAFT

SAFEGUARDING IN SPORTS POLICY

Version Number	5	Version Date	August 2024
Policy Owner	CEO GSLA		
Author	Head of HR, Finance and Admin		
First approval or date last reviewed	June 2024		
Staff/Groups Consulted	GSLA Sport Development and Safeguarding Team GSLA Senior Management GSLA Staff Committee GSLA Board		
Draft agreed by Policy Owner	Yes	18/06/2024	
Approved by:	GSLA Board and Minister for Sports	15/08/2024	
Next Review Due	Subject to yearly reviews		

EQUALITY, INCLUSION AND DIVERSITY STATEMENT

The Gibraltar Sports and Leisure Authority (GSLA) endeavours to provide the community with the best possible sports and leisure facilities, and development programmes, in order to cater for the majority of the needs of Sports Associations, Educational Establishments and our community as a whole.

The GSLA, is of the view, that opportunities should be open to all. We are committed to providing services which embrace inclusivity, diversity and promote equality of opportunity. Our goal is to ensure that these commitments are embedded into our day to day working practices for our employees, supporting Public Service Departments, Agencies and Contracted Services, Sports Associations, and our Service Users.

During the development of our policies and procedures the GSLA will conduct an equality assessment and give due regard to the need to eliminate discrimination, harassment or victimisation to advance equality of opportunity and ensure good relationships with individuals who share a protected characteristic as defined under the Equal Opportunities Act 2006. The GSLA will take any appropriate action, to safeguard and protect, and will report any negligence or irregularity of behaviour, in this respect, through the appropriate channels.

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GSLA Banning and Expulsion Policy

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GSLA Service User Accident and Incident Guidelines

GSLA Liaising with Families or Carers of Service Users – Guidelines for Employees

Public Service Supporting Legislation Policies and Procedures

1. Introduction

1.1 Gibraltar Legislation and HM Government of Gibraltar (HMGoG) Policies and Practices

- HMGoG - Children's Act 2009
- HMGoG - Child Protection Executive Committee (CPC)
- Changes in HMGoG Safeguarding Policy 2017
- Child Protection Committee – Inter Agency Policy and Procedures and Managing Allegations Framework
- HM GoG – Every Child Matters - Working together to Safeguard Children 2015

1.2 What is safeguarding in Sports?

1.2.1 The NSPCC definition for safeguarding states:

“Safeguarding in sport means protecting children and young people from abuse, preventing harm and promoting their well-being.

In respect to the GSLA the above is also extended to vulnerable adults.

For Governing Bodies of Sport known locally as “Sport Associations” this means having:

- Effective safeguarding policies and procedures
- Named Safeguarding Welfare Officer/Team;
- Qualified Coaches that are DBS Checked, provide a Police Subject Access Request (SAR) or have been Police Vetted;
- Officials, Leaders and volunteers must be DBS Checked, provide a Police Subject Access Request (SAR) or have been Police Vetted;
- Safeguarding Trained Coaches, Officials and volunteers (known as coaches though out this document)
- Codes of Conduct for their sport
- Renewal of safeguarding training, coaching and other relevant qualifications such as First Aid etc.
- Continuous Professional Training for Coaches and Officials

The above is also extended to associations which deal with Leisure Activities.

1.2.2. Many International Sporting Federations provide detailed guidance, supporting safeguarding policies and procedures for affiliated Sports Associations, individuals and organisations are required to adopt and apply these. GSLA asks that these policies are adapted to meet the local safeguarding criteria.

1.2.3. Sports and Leisure Associations have a duty of care to children, young people, and vulnerable adults. All voluntary organisations have a duty in law not to harm or endanger anyone as a result of their activities (or inactivity).



1.2.4. Safeguarding is an important aspect of this duty of care. This means that organisations should make sure children and young people are safe and their welfare is protected. Effective safeguarding policies and procedures, alongside relevant codes of conduct, are essential in ensuring the duty of care is met.

1.2.5. Duty of care is a legal requirement for Sports and Leisure Associations, this legal duty of care is covered by local supporting legislation shown above in paragraph 1.1.

1.2.6. As stated within the CPC's Multi Agency Policy and Procedures Safeguarding is more than child protection. Safeguarding begins with preventative activity which enables children and young people to grow up safely and securely in circumstances where their development and wellbeing is not adversely affected. It includes support to families and early intervention to meet the needs of children/young people and continues through to child protection, which refers specifically to the activity that is undertaken to protect individual children/young people who are suffering, or are likely to suffer harm.

2. Scope

2.1 This policy applies to all GSLA employees, management, temporary and seasonal staff, contractual and sub contracted workers or companies. Students or anyone working on behalf of/or representing the GSLA.

2.2 The Policy is also extended to all GSLA recognised Sports and Leisure Associations and their Coaches, Officials, Leaders and volunteers who must meet the GSLA criteria stated within this policy.

3. Responsibilities

3.1 It is the GSLA's responsibility to ensure that all of its employees who interact with children, young people and vulnerable adults through Sport and Leisure or Physical Activity within their facilities has a responsibility for safeguarding and child protection.

3.2 It is expected that all Associations and Organisations working with children, young people and vulnerable adults adopt HM Government of Gibraltar's legislation and policies.

3.3 All Sports and Leisure Associations who organise activities in HM GoG's facilities must meet the GSLA Safeguarding Policy and its criteria. It is important that everyone understands their respective Associations safeguarding policies and procedures, knows how to recognise concerns and what steps they must take to address or report these.

3.4 All Sports and Leisure Associations must keep their respective safeguarding policies updated and note that it is the responsibility of each recognised Sports and



Leisure Association to provide First Aid supplies and Qualified First Aiders to support their chosen activities

4. Aim of this policy

- 4.1 Taking part in Sports and Leisure activities should be safe and enjoyable for all children, young people and vulnerable adults. If they feel safe, they are more likely to thrive. Safeguarding is essential in developing a safe and inclusive environment.
- 4.2 Identify good practice in sport for children young people and vulnerable adults and recognised signs and symptoms of abuse.
- 4.3 Ensure that those involved in safeguarding have the knowledge and appropriate framework in place to action any concerns about a child, young person or vulnerable adult when they arise.
- 4.4 That those responsible for safeguarding must record and report in line with their Sports and Leisure Associations practices and procedures and adhere to their respective safeguarding policy.
- 4.5 The GSLA are committed to promoting safe practice and advocate that no one should experience abuse of any kind. The GSLA has a responsibility to promote the welfare and wellbeing of all children, young people and vulnerable adults in Sports and to keep them safe from physical and psychological harm.
- 4.6 The GSLA's aim is to prioritise a culture that protects all involved in safeguarding children, young people and vulnerable adults with the overarching principles that guides the GSLA's approach to safeguarding. This will be conducted in line with the CPC Multi Agency Policy and Procedures and framework.
- 4.7 The GSLA commits to provide training advice and support, to all Sporting and Leisure Associations and Athletes,
- 4.8 The GSLA will be available to provide advice and support to Service Users, Parents/Guardians or Carers.
- 4.9 The GSLA recognises that:
 - i) The welfare of the child is paramount, as enshrined in the Children Act 2009.
 - ii) All children, young people and vulnerable adults regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have a right to equal protection from all types of harm or abuse and have equal opportunities under the Equal Opportunities Act 2006.



- iii) Some children, young people and vulnerable adults may be additionally at risk because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- iv) Working in partnership with children, young people, their parents/guardians, carers and other agencies/stakeholders is essential in promoting young people's welfare.

4.10 The GSLA will seek to keep children, young people and vulnerable adults safe by:

- i) Keeping up to date with HM GoG's Legislation, Policies and Practices.
- ii) Making sure that the GSLA Safeguarding Policies and Practices are maintained and kept up to date alongside HM GoG Procedures.
- iii) Providing Safeguarding Training to all employees, stakeholders and Sports and Leisure Associations.
- iv) Providing independent support and advise to all recognised Sports and Leisure Associations when required.
- v) Valuing them, listening to and respecting them.
- vi) Recruiting staff and ensuring all necessary checks are carried out in line with HM GoG's Recruitment Policies providing effective management for staff and volunteers through supervision, support, training and quality assurance measures.
- vii) Adhering to the HM GoG Data Protection and GDPR policies and legislation. This includes recording and storing information professionally and securely. The GSLA will only share information with the relevant professional agencies in respect to a safeguarding concern. Confidentiality will be paramount at all times.
- viii) Ensuring that a safe physical environment is provided for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and safety standards regulatory guidance.
- ix) Having a procedure to manage any concerns towards children, young people and vulnerable adults. **Please refer to Flowchart at Annex B.**
- x) Having a procedure to manage any allegations against staff. **Please refer to Flowchart at Annex C.**
- xi) Ensuring that every registered Sports and Leisure Association adheres to the GSLA's Safeguarding Children, Young People and Vulnerable Adults



Policy. Ensuring that there are effective guidelines to deal with complaints, grievances and appeals in a timely manner.

xii) Reporting of safeguarding issues that may occur within GSLA facilities or H.M.GoG premises will be made on the GSLA Safeguarding Reporting form. Safeguarding issues/concerns in respect to Children, Young People and Vulnerable Adults will be **reported in Annex D**. If there is evidence to suggest that a possible safeguarding concern has been identified that matter will be referred by the GSLA Safeguarding Team to the Gibraltar Designated Officer – Care Agency, through the CPC Multi Agency Framework, for their information and necessary advice and action.

xiii) Safeguarding Allegations against GSLA members of Staff will also be **reported on Annex D**. These allegations will be investigated in accordance with GSLA Policies and Procedures. If there is evidence to suggest that a possible safeguarding concern has been identified that matter will be referred by the GSLA Safeguarding Team to the Gibraltar Designated Officer – Care Agency, through the CPC Multi Agency Framework, for their information and necessary advice and action.

5. Recording and Reporting a Safeguarding Concern

5.1 There is a need to record and address poor practice concerns as well as instances of safeguarding concerns. Coaches, Officials, Leaders and Volunteers are not to make initial judgement but are required to pass these concerns to their respective Associations Welfare Officer or Team and in line with their respective Sports and Leisure Associations Safeguarding Policy.

5.2 Communication is essential when it comes to safeguarding concerns. These should be raised in line with each respective Sports and Leisure Associations Safeguarding Policy.

5.3 The GSLA requests that Associations record and report on all incidents that may become safeguarding concerns. These need to be investigated and monitored by each independent Association.

5.4 The GSLA requests that they are kept informed of any safeguarding actions and measure put in place by each Sports and Leisure Association. Please forward these confidentially to the GSLA safeguarding panel to email: safeguarding@gsla.gi The GSLA will hold these safeguarding matters on record and may act upon them should it be felt appropriate.

5.5 Supporting people when concerns are raised about abuse or neglect can be very difficult and distressing for everyone involved. Deciding what's the right thing to do can be stressful, particularly if the person you are concerned about is reluctant to



accept support. If you are not sure what to do seek advice from your Welfare Officer or Associations Safeguarding Policy.

6. Physical Contact in Sport

6.1 There are a number of principles that should be followed when the activity involves physical contact. Physical contact during sport should always be intended to meet the participants needs. The adult should only use physical contact if their aim is to:

- treat injury
- prevent injury or accident from occurring
- meet the requirements of the sport or develop sports skills or techniques but in strict accordance with guidelines recommended by the relevant International Sports Federation.

6.2 The adult should always seek to explain the nature and reason for the physical contact, not only with the child, young person or vulnerable adult, with parental/guardian consent must also be obtained. Unless the situation is an emergency, the adult should always ask for permission.

6.3 Participants should be encouraged to voice concerns they have if any physical contact makes them feel uncomfortable or threatened.

7. Physical punishment

7.1 Any form of physical punishment is unlawful, as is any form of physical response to misbehaviour unless it is by way of restraint or in the interest of safety towards the child young person or vulnerable adults. It is particularly important that adults understand this both to protect their own position and the overall reputation of the organisation in which they are involved.

8. Main forms of abuse

8.1 Abuse is defined as actions or a failure to act which causes harm to a person or puts them at risk.

8.2 The main forms of abuse for are:

Physical

Physical abuse is the non-accidental infliction of physical force that results (or could result) in bodily injury, pain or impairment.

Emotional

Emotional abuse describes acts or behaviour which impinges on the emotional health of, or which causes distress or anguish to, individuals. This may also be present in other forms of abuse.

Financial

Financial abuse describes the unauthorised, fraudulent obtaining and improper use of funds, property or any resources of a vulnerable person.

Sexual

Sexual abuse describes direct or indirect involvement in sexual activity without consent. This could also be through the inability to consent, or by pressurisation/inducement to consent to take part.

Neglect

Neglect describes the persistent failure of carers or supporters to meet a vulnerable adults basic physical or psychological needs, likely to result in the serious impairment of health or development.

Discrimination

Discriminatory abuse exists when values, beliefs or culture results in a misuse of power that denies opportunities to some groups or individuals. It includes discrimination on the basis of race, age, gender, sexuality, disability or religion.

Institutional

Institutional abuse describes abuse by an organisation imposing rigid and insensitive routines; poor practices embedded in systems, unskilled, intrusive or invasive interventions or any environment allowing inadequate privacy or physical comfort.

9 Reporting a Crime

9.1 In an emergency, if a child, young person or vulnerable adult is in danger please don't hesitate to contact the Royal Gibraltar Police (RGP), **call 999**

9.2 Other safeguarding contacts:

- Care Agency on 20078528,
- Out of Hours Social Worker contact the RGP on 20072500

9.3 To seek advice or report a concern email safeguardingteam@royalgib.police.gi

10 Information and Data Sharing

10.1 Information-sharing is at the heart of safe and effective safeguarding practice. Information sharing is covered by legislation, principally the Data Protection Act 2004 and Gibraltar General Data Protection Regulations (GDPR). This Legislation does not prevent, or limit, the sharing of information for the purposes of keeping children, young people and adults safe.

10.2 Essential information must be shared to protect children, young persons and vulnerable adults or to prevent or detect a crime. In addition, there are some specific statutory provisions that will require information sharing, for example relating to the operation of local safeguarding practices and relating to the statutory vetting, DBS checks for employees and Sports and Leisure Association members who are involved in coaching or assisting with children, young people and vulnerable adults.

10.3.1 LOCAL SUPPORT AND SIGNPOSTING SERVICES

Police Advice – 20072500 or online on www.police.gi

Care Agency Child Protection Team - 20078528

GHA Call Centre for Mental and Health advice and support - 111

For emergencies go directly to A&E

Childline - It is Childline Gibraltar's mission to end all forms of cruelty to children in Gibraltar and for this to happen we need to be able to reach out to all those children, parents and families that need us; when they need us.– **Freephone: 8008; Live Chat:** www.childline.gi; **WhatsApp: 58008288** or **Email:** 8008@childline.gi

Citizens Advice Bureau: CAB is a service that provides free independent and confidential advice to everyone in our community **T: 20040006** **E:** info@cab.gi
Website: www.cab.gi

Clubhouse Gibraltar: A Mental Support Group that provides Advice and Support to all member of our community **T: 20068423** **E:** admin@clubhousegibraltar.com

Gib Sams: A non-judgement and no pressure confidential helpline which offers a listening Service to anyone experiencing despair, distress or suicidal feelings
T:116 123 **E:** info@gibsams.gi
Website: www.gibsams.gi

Mental Welfare Society: A community organisation offering advice and guidance.
T:54710000

DAWN: Dignity at Work Now is a charitable organisation who provide free and confidential advice in respect to matters related to Bullying in the Workplace: **T: 57799000** **E:** dignityatwork@gibtelecom.net



12. GSLA Safeguarding Leads Contact details:

Senior Lead for Safeguarding

Name: Reagan Lima

Phone/email reagan.lima@gsla.gi Tel: (+350) 20078256

Designated Safeguarding Officer (DSO)

Name: Matthew Reoch

Phone/email matthew.reoch@gsla.gi Tel: (+350) 20078256

Designated Safeguarding Officer (DSO)

Name: Lyzanne Olivero

Phone/email lyzanne.olivero@gsla.gi Tel: (+350) 20078256

Designated Safeguarding Officer (DSO)

Name: Michelle Turner

Phone/email michelle.turner@gsla.gi Tel: (+350) 20073387

Deputy DSO(s)

Name: Liam Payas

Phone/email liam.payas@gsla.gi Tel: (+350) 20063392

Email safeguarding@gsla.gi for advice, support and to report any concern.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on July 2024.

Signed:  (CEO/Senior Lead for Safeguarding)

ANNEX A - GSLA SAFEGUARDING GUIDELINES

SAFEGUARDING CODE OF CONDUCT FOR ALL STAFF, COACHES, OFFICIALS, TEAM MANAGERS, VOLUNTEERS AND SUPPORTING SERVICES

All staff, coaches, officials, team managers and others involved in activities, this includes professionals and volunteers, will:

Rights and Relationships
Treat all participants with respect and dignity. Build balanced relationships based on mutual trust which empowers participants to share in the decision making process. Do not discriminate on the grounds of gender, race, colour, disability, sexuality, age or beliefs.
Put the welfare of each participant first and give every participant the opportunity to achieve.
Be realistic, open and honest with players about individual winning and achievement of personal goals. Encourage and guide performers to accept responsibility for their behaviour and performance. Challenge and oppose unacceptable or discriminatory behaviour, and deal with any incidence of discriminatory behaviour.
Give aspirational, fair, open and constructive feedback.
Encourage participants to ask questions, speak openly and appropriately to age, setting and context.
Always respect children and vulnerable adults 'space' and maintain an open, safe and appropriate distance with participants. <i>(If any form of manual / physical support is required, it should be provided openly and according to guidelines provided by the National Governing Body. Care is needed as it is difficult to maintain hand positions when the participant is constantly moving. Participants should always be consulted and their agreement gained. Parents/carers may become increasingly sensitive about manual support and their views should always be carefully considered)</i>
Recognise and strive to meet the development needs, ability and capacity of participants to succeed and be challenged, especially in performance environments.
Respond to any concerns about a child's welfare by following procedures in the GSLA Safeguarding for Protecting Children and Young People in Sport Policy. Each Association should also abide by their National Governing Body Standards and procedures, and work in partnership with other organisations in the best interests of participants.
Respond to any concerns about a vulnerable adult's welfare by following procedures in the GSLA Safeguarding and Protecting Vulnerable Adults in Sport Policy. Each Association should also abide by their National Governing Body Standards and procedures, and work in partnership with other organisations in the best interests of participants.

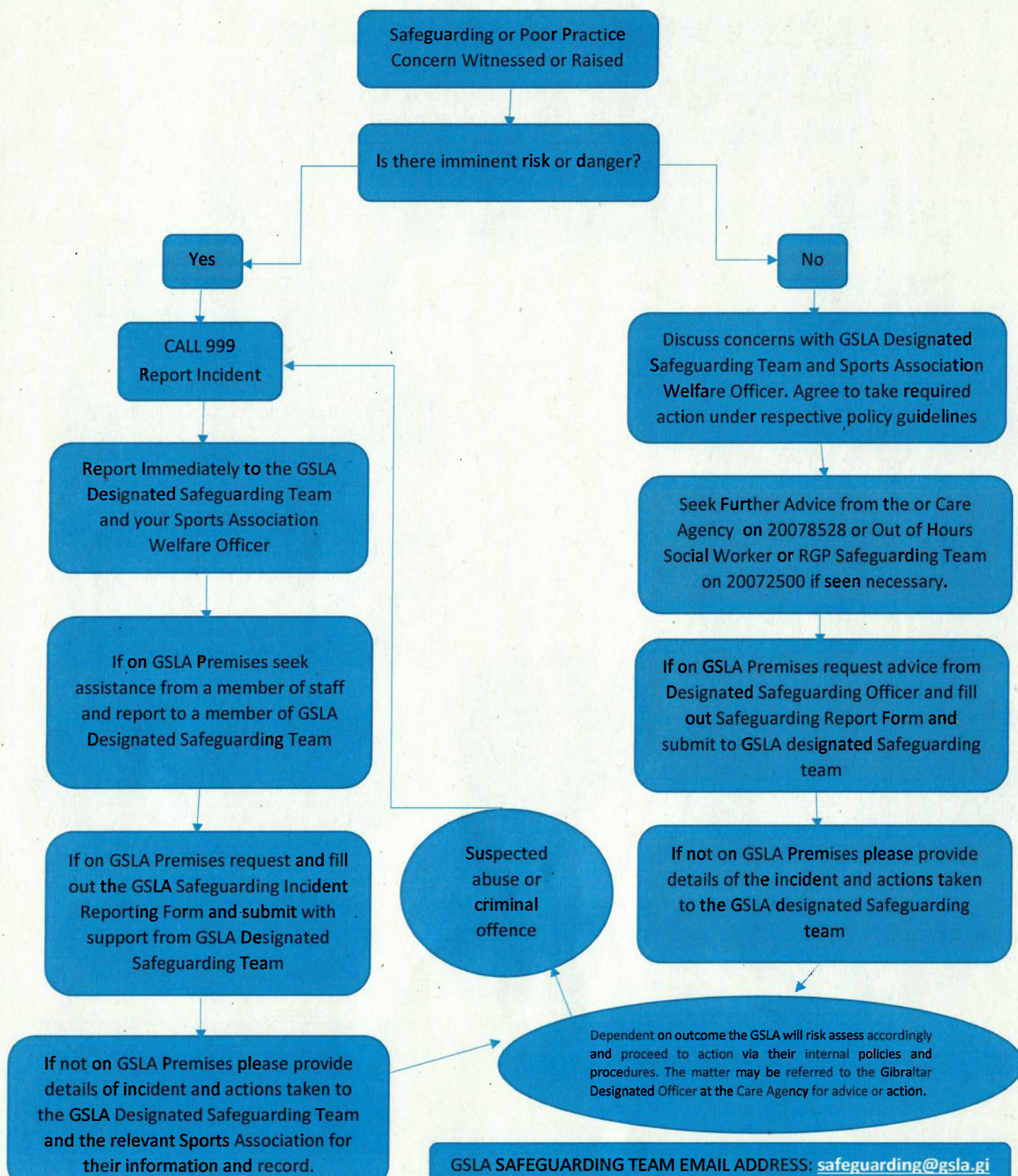
Involve parents / carers wherever possible. If groups have to be supervised in the changing rooms, know that as good practice, parents/teachers/coaches etc should work in pairs.
Personal and Professional standards
Be an excellent role model displaying high standards of personal and professional behaviour and appearance and work in an open environment, being visible and identifiable as the coach.
Make sport fun, purposeful and enjoyable - addressing individual as well as group needs, goals and promote fair play.
Keep up to date with the technical skills, qualifications and insurance.
Ensure equipment and facilities are safe and appropriate to the age and ability of the participant.
Ensure that as part of best practice at tournaments or residential, adults will never invite players/athlete into their rooms unless agreed prior to participation. This should be in the presence of another individual and a code of practice must be agreed to. Also ensure that staff do not enter participant's rooms, except in an emergency in which case there will be clear, open and announced protocols agreed beforehand for such circumstances.
Medical and Accident
Secure parental / carer consent in writing to act <i>in loco parentis</i> , if the need arises, to give permission for the administration of emergency first aid and / or other medical treatment.
Ensure that you know of any pre existing conditions/allergies etc and of medicines being taken by participants, or any existing injuries
Ensure that there is a written record of any injury that occurs, along with details of any treatment given and that parents are informed.
Photographic
Ensure that use of photographic and filming equipment along with mobile phones and the use of social media is appropriate, covered by guidelines which apply and that relevant permission of parents/carers has been sought for their use.

REMINDER: Coaches are in a position of power and trust in relation to performers. By entering into an intimate or sexual relationship with a performer for whom you have responsibility, a coach may be deemed guilty of abusing this position.

Therefore, coaches must avoid sexual intimacy with their participants either while coaching them or in the period of time immediately following the end of the coaching relationship. In addition, all coaches are aware that ***"Discriminatory, offensive and violent behaviour are unacceptable and complaints will be acted upon"***.

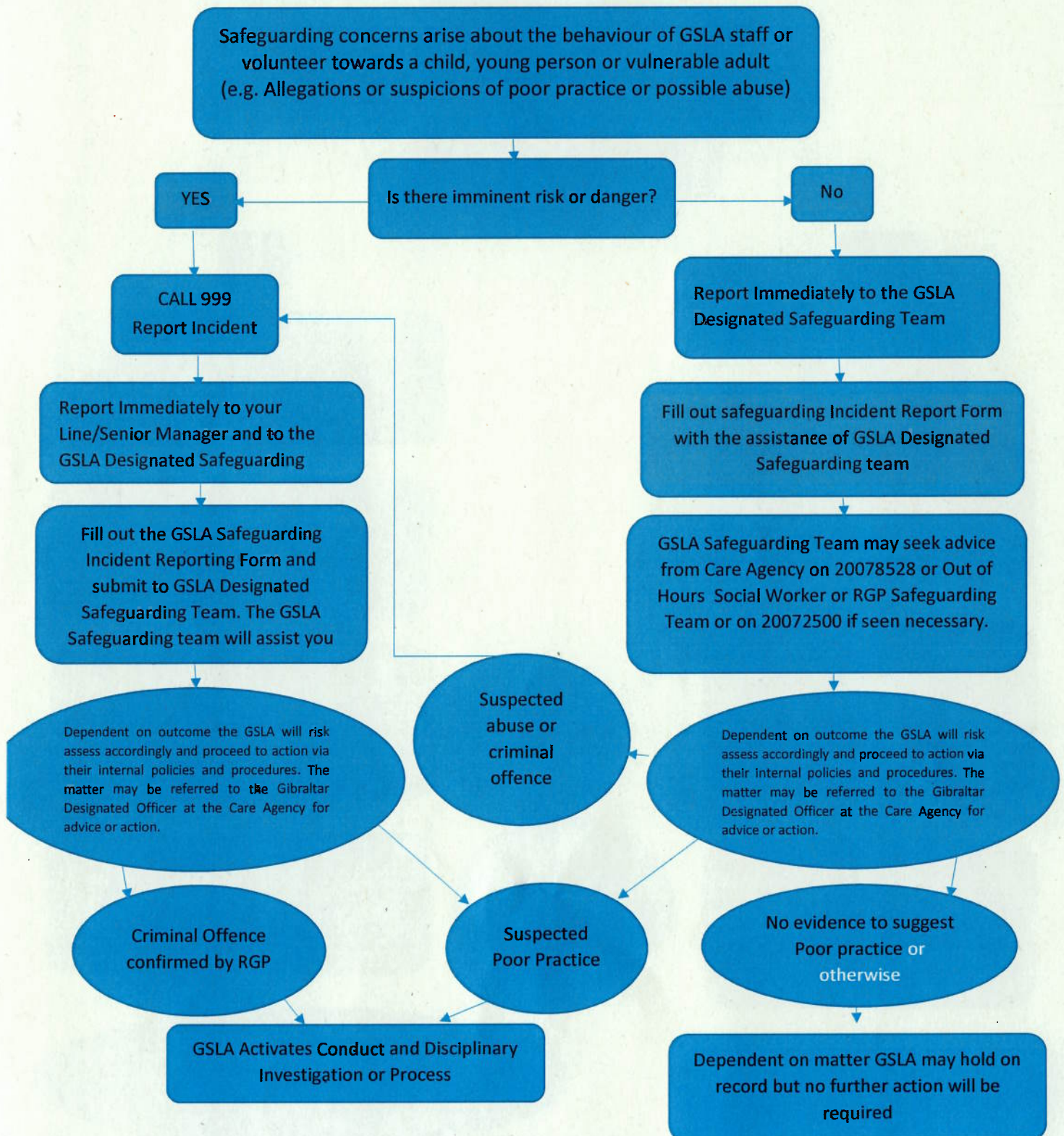
ANNEX B - GSLA SAFEGUARDING REPORTING PROCEDURE

SAFEGUARDING CONCERNS ABOUT CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS



ANNEX C - GSLA SAFEGUARDING REPORTING PROCEDURE

CONCERNS ABOUT THE IRREGULAR BEHAVIOUR OR CONDUCT OF A GSLA STAFF MEMBER OR VOLUNTEER TOWARDS A CHILD, YOUNG PERSON OR VULNERABLE ADULT





ANNEX D - Safeguarding Reporting Form

NOTES: Reporting Officer should ensure that the form captures all information required and supply explanations, name witnesses and submit any evidence as this may be used for future reference in investigations.

Please note that the nature of the issue raised or being reported may require urgent action or further investigation in line with our GSLA Safeguarding Policy. This may also contribute and be an integral part of responding to & learning from incidents and concerns

Safeguarding incident or concern:

This form is designed to report any safeguarding incidents or concerns. It should be completed by the GSLA Employee/Volunteer/Service User or an Associations Wellbeing/Welfare Officer who has been informed of the concern, who witnessed the incident, was most directly involved with the incident or who provided first aid if relevant. Once completed it must be submitted as per the GSLA's reporting protocols to email at safeguarding@gsla.gi

REFERENCE NUMBER
(Office Use Only)

Name:	Role of Person Completing the Form:
Contact number :	Email:
Association Name/GSLA Programme Name:	Date form is completed:

Details of child, young person or adult at risk:

Name:	Address:
Contact number:	Gender:
Date of birth:	Any further information that may be useful to consider:
Association Affiliated to:	Where they accompanied: Yes/No If Yes by whom:



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Parents/carers details:

Name:	Address:
Contact number:	Email address:
Was the Parent/Carer present at incident: Yes/No Have parents/carers been notified of the incident?: Yes / No	If yes, please provide details:

Details of reporter:

Are you reporting your own concerns or responding to concerns raised by someone else? Please tick as appropriate	Reporting my own concerns	
	Responding to someone else's concerns	
If responding to someone else's concerns, please provide their details below:		
Name:		
Relationship to child, young person or adult at risk:		
Email address:		
Contact number:		
Names of Witnesses (If any):		

Alleged Victim Information:					
Name					
Date of Birth (if available)					
Address (if available)					
Gender	Male		Female		
Ethnic Origin: (please tick)					
White British		White (other)		African	
Caribbean		Indian		Pakistani	
Chinese		Other (please specify)			
Service User Group : (please tick)					
Older person		Learning Disability		Mental ill health	
Physical Disability		Other (please specify)			
Nature of Alleged Abuse / Concern					
Physical		Psychological		Sexual	
Neglect		Financial/material		Discriminatory	
Please give details (including date(s) and time(s) where possible)					
Location of alleged abuse (please tick)					
Alleged Victims Home		Care Home		Club	
Alleged Offenders Home		Education Placement		Public Place	



Other (please specify)	
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Incident Details:

Date/ Time:	Association/Coach/Leader name (if applicable):
Location of incident:	
Description of the incident or concern: (continue on separate sheet if necessary and attach): <i>(Include relevant information such as what happened and how it happened, description of any injuries sustained, behaviour witnessed and whether the information provided is being recorded as fact, opinion or hearsay)</i>	
Details of any previous concerns, incidents or relevant safeguarding records you may be aware of :	
Child, young person or adult at risk account of the incident or concern: <i>(use their own words, how did they approach and describe the incident to you)</i>	
Please include Witnesses of the incident or concern: <i>(include further accounts/statements on separate sheets as necessary.)</i>	
Details of any witnesses, please also state if they are below the age of 18:	



Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i>	Relationship to child, young person or adult at risk:	Contact details:
Details of any persons involved in the incident or alleged to have caused the incident, injury or presenting risk:		
Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i>	Relationship to child, young person or adult at risk:	Contact details:
Outcome of incident & immediate actions taken: (tick box where relevant)		
<ul style="list-style-type: none"> • Ambulance required? Yes/No • Taken to Hospital: Yes/No • RGP/GFRS Attended? Yes/No Name of Officers: Notes:	First aid treatment provided: Yes/No By whom: Name: Occupation:	Medication given: Yes/No What Type:



Any resulting change of plans or disruption to the programme, Please state:	Disciplinary procedures enacted: Yes/No	Were any immediate changes to risk management procedures made?
	GSLA Expulsion and Banning Policy enacted: Yes/No	

Signed By Reporting Officer :	Name:	Date:
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Reporting to the Designated Safeguarding Lead (DSL) section: (to be completed by DSL)

Date & time DSL notified of incident/concern:		
Date & time this form passed on to DSL (if different from above):		
DSL comments: <i>(actions taken / impact on rest of programme / external agency involvement / initial lessons learned / follow-up actions required):</i>		
External agency referral: (tick box where relevant)		
Care Agency notified	Royal Gibraltar Police notified	Other referral made
Date & time of referral:	Date & time of referral:	Agency/Associations:
Name of contact person:	Name of contact person:	Date & time of referral:



Contact number / email:	Contact number / email:	Name of contact person:
Agreed action or advice given:	Agreed action or advice given:	Contact number / email:
		Agreed action or advice given:

Signed By DSL:	Name:	Date:
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For GSLA Safeguarding Team Office Use Only:

Follow-up action required:		
Action:	Due date:	Whom responsible:

