**Responding to Concerns Flowchart**

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| **A child / young person tells a volunteer / staff member** |  | **Volunteer / staff member notices something** |  | **Information is shared with volunteer / staff member by another person / agency** |
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| **Contact basketball**scotland **CWPO to report the concern and complete Concern Recording Form****If basketball**scotland **CWPO is not available follow guidance on basketball**scotland **website**[**https://basketballscotland.co.uk/safeguarding-pvg/**](https://basketballscotland.co.uk/safeguarding-pvg/) |
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| **CWPO carries out initial assessment to establish the basic facts** |
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|  | **Child Wellbeing Concern** |  |  |  | **Child Protection Concern** |  |
|  |  |  | **YES** |  |  |  |  | **YES** |  |  |  |
| **Poor practice involving a volunteer or staff member** |  | **Concern involving a volunteer or staff member** |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | **NO** |  |  |  |  | **YES** |  | **NO** |  |  |  | **YES** |
| **CWPO & volunteer / staff member discuss what the best course of action might be and who should take this forward (e.g. the best person is likely to be the one who has a relationship with the child) If it is not the CWPO who is directly involved in taking action, they should still be involved in decision making at every step** |  |  |  |  | **CWPO contacts the police and / or Social Work on the same day. Advice followed****If the CWPO is not available the volunteer / member of staff should contact the police / social work direct****Steps should be taken to ensure child’s immediate safety, if necessary e.g. waiting on police before sending them home** |  | **CWPO contacts the police and / or Social Work on the same day. Advice followed****If the CWPO is not available the volunteer / member of staff should contact the police / social work direct** |
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|  | **Consider precautionary suspension** |  |  |
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|  |  |  |  |  |  |  |  |  | **Precautionary suspension** |
| **CWPO considers if information should be shared with external agencies e.g. school. Any action should be taken with the parents / carers knowledge & consent** |  |  |  |  |  |  |  |
|  | **Internal Investigation** |  |  | **Follow advice from police / social work as to who informs parents / carers** |
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| **Discuss concerns with the child / young person and involve their parents / carer wherever appropriate** |  |  |  |  |  |  |  |  |  |
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| **Agreed support put in place for the child / young person and concern monitored. Further action taken if identified as appropriate** |  | **Possible outcomes:****No case to answer****Informal discussion** **Disciplinary hearing** |  |  | **Longer term – agreement on how child supported to continue with sport** |  |
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**basketball**scotland **Template Concern Recording Form**

* Complete Part A & C of this form if the concerns relate to the general wellbeing of a child or young person.
* Complete parts A , B & C if the concerns relate to possible child abuse.

**PART A: Where there are concerns about the general wellbeing of a child**

Where the concern does not involve the possibility of abuse, worries may be discussed with parents / carers. Any significant incidents that cause concern about the wellbeing of a child should be recorded and reported to the Club Child Wellbeing and Protection Officer and parents / carers as soon as possible. Seek advice from theCWPO, the **basketball**scotland CWPO or the Child Wellbeing and Protection in Sport service if you are not sure what to do if there are concerns about the general wellbeing of a child or young person.

**1. Child’s Details:**

|  |  |
| --- | --- |
| **Name:** | **Date of Birth:** |
| **Address:****Postcode:** | **School:** |
| **Tel No:** |
| **Preferred Language:** | **Is an interpreter required?****YES / NO** |
| **Any Additional Needs?** |

**2. Details of situation giving rise to concerns** (includingdate, time, location, nature of concern, who, what, where, when, why):

|  |
| --- |
|  |

**3. Details of any witnesses/other people involved** (including names, addresses and telephone contacts):

|  |
| --- |
|  |

**4. Details of any injuries** (including all injuries sustained, location of injury and action taken):

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| --- |
|  |

**5. Child’s views on situation (if expressed). Where possible, please use the child’s own words:**

|  |
| --- |
|  |

**PART B: Where there are concerns about the conduct of an adult**

1. **Details of person about who there is a concern:**

|  |  |
| --- | --- |
| **Name:** | **Relationship to Child:** |
| **Address:** **Postcode:** | **Tel No:** |

1. **Details of concerns** (date, time, location, nature of concern, who, what, where, when, why, continue on a separate sheet if necessary):

|  |
| --- |
|  |

1. **Details of any action taken:**

|  |
| --- |
|  |

1. **Details of other persons/agencies contacted** (includingdate, time, name of person contacted and advice received):

|  |
| --- |
|  |

**10. Have the child’s parents / carers been informed? YES/NO**

**If yes, record details:**

**If no, please state why not:**

|  |
| --- |
|  |

**Part C: Your contact information**

**11. Details of Person Recording Concerns:**

|  |  |
| --- | --- |
| **Name:** | **Position/Role:** |
| **Address:** **Postcode:** | **Tel No:** |