WELFARE REPORTING PROCESS

Welfare concern observed or received

Is within club (concern about behaviour of staff, coach,

Is outside of club (self-harm, bullying at school, allegation of abuse outside club etc)

Has a young person disclosed something to you?

No

Yes

Are they in immediate danger?

No

Yes

Call 999

Reassure they have done the right thing in telling you

Do not promise to keep secrets

Listen, but don't ask leading questions

Prepare a written summary of your concerns with as much factual detail as possible

CONTACT LEWES AC WELFARE

welfare@lewesac.co.uk

Welfare Officer to send acknowledgement within 24 hours, then determines next action

Poor practice/breach of conduct/low level welfare concern

Possible child abuse, criminal offence or other risk of serious harm

- Welfare Officer to open case
- Follow club and UKA complaints and disciplinary procedures
- Discuss with staff/family concerned
- Signpost to other services where needed

Does this resolve the matter?

No

CONTACT UKA SAFEGUARDING

welfare@englandathletics.org

Anyone can contact UKA, not just the Welfare Officer

Yes

- Close case unless further information received
- Keep documentation under GDPR procedures

LEWES ATHLETIC CLUB