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the coalfields
regeneration trust

SAFEGUARDING REPORTING PROCEDURES

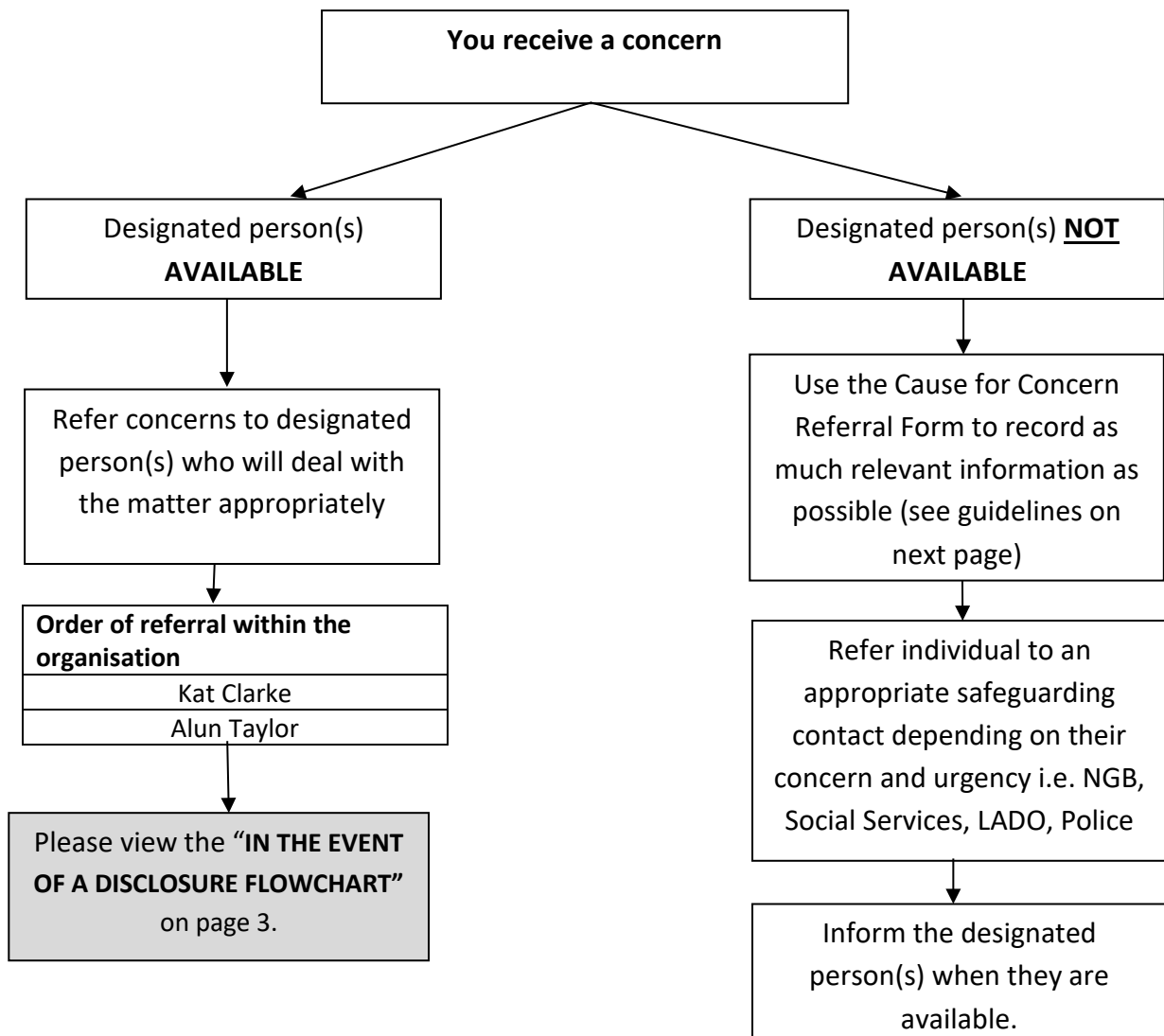
Designated Persons

Name	Designation	Contact
Kat Clarke	Safeguarding Advisor – England The Coalfields Regeneration Trust	07813 687534
Alun Taylor	Designated Person The Coalfields Regeneration Trust	07794248083

Safeguarding is high on the agenda of the Trust and a designated person and the safeguarding advisor for each respective country (England, Scotland, Wales) work together to ensure that policies and procedures are up to date and that staff, volunteers and freelancers are well informed of relevant changes and are aware of their role and responsibilities regarding safeguarding.

Dealing with a Concern

The following flowchart outlines the procedure you should follow should you receive a concern about a child inside sport (i.e. participant, staff, coaches and volunteers).





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Upon receiving information concerning a disclosure you should:

- React calmly so as not to frighten the individual.
- Take what the individual says seriously, recognising the difficulties inherent in interpreting what is said by someone who has a speech impediment and/or differences in language.
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- Reassure the individual but do not make promises of confidentiality which might not be feasible in the light of subsequent developments.
- Tell the individual that they are not to blame and that they were right to raise the concern.
- Ensure the child is fully informed of the course of action.
- **Make a full record of what had been said, heard and/or seen as soon as possible – using the Cause for Concern Referral Form.**

GUIDELINES AND CONTACTS

Local Authority Designated Officer (LADO)

The LADO works within Children’s Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- Behaved in a way that has harmed, or may have harmed, a child.
- Possibly committed a criminal offence against children, or related to a child.
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

Local Authority Contacts:

If you are concerned about the safety / welfare of a child OR adult, you should contact the following:

Region	Local Authority	Local Authority Children’s Social Care (During office hours)	Local Authority Adult’s Social Care (During office hours)	Out of office hours emergency number (for both children’s and adults’ social care)
Yorkshire	Barnsley	01226 775656	01226 775832	0844 9841800
	Doncaster	01302 737777	01302 737391	01302 796000
	Rotherham	01709 823914	01709 822330	01709 336080
	Sheffield	0114 205 3535	0114 273 4908	0114 2734855
	Wakefield	0345 8503 503	0345 8503 503	0345 8503 503
East Midlands	Derbyshire	01629 533190	01629 533190	01629 532600
	Nottinghamshire	0300 500 8080	0300 500 80 80	0300 456 4546

Other National Numbers:

Organisation	Contact
NSPCC	Helpline (24 hour) 0800 800 500
Child Protection in Sport Unit (CPSU)	0116 234 7278
Childline UK	0800 1111

If serious and urgent, don’t delay. Call 999

IN THE EVENT OF A DISCLOSURE FLOWCHART

