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Addingham Cricket Club

Responding to Concerns

**Any concerns about the welfare of a child at cricket should be reported to the Club Safeguarding Officer Penny Etchells 07765 201961 or in an emergency to Bradford Social Care Dept (01274 437500) Office hours (01274 431010) Out of hours or the police.**

**If the concern is regarding something outside cricket (e.g. poor parenting skills outside cricket) then advise Club Safeguarding Officer who will liaise with County Welfare Officer and other outside agencies.**

There is a requirement to have clear procedures in place in respect to Child Protection,

The following guidance **MUST** be followed:

Reasons for reporting a concern

* In response to something a child has said
* In response to something you or someone else has seen
* In response to signs or suspicions of abuse

In response to allegations made against a volunteer at our club- be aware- allegations are often made as a complaint which raises concerns about a child- treat it initially as a complaint.

3 steps to taking action:

* **Respond** to the disclosure/suspicion/allegation
* **Record** all relevant information
* **Respond** to the relevant information

**Throughout the entire process confidentiality is critical. Only those who need to know within the reporting procedure are told.**

**Responding to disclosure/suspicions/allegations**

Always:

* Stay calm, do not show disgust or disbelief, make assumptions or judgements
* Ensure the child is safe and feels safe
* Listen carefully to what is said
* Avoid leading questions- question only to clarify what you are being told
* Take the concern seriously

Never:

* Approach any alleged abuser to discuss concern
* Rush into actions that may be inappropriate
* Make promises you cannot keep

**Recording the incident**

**It is everyone’s duty to report suspected cases of abuse or concern whether this is/has taken place at cricket or elsewhere, to protect children. It is for the professionals to decide if abuse or neglect has taken place**

**Incident Reporting Form MUST be used as once completed will give all the relevant information required by ECB, Social services and Police.**

**This reporting procedure must not be delayed.**

**Full and comprehensive details about all processing is available in the ECB “Safe Hands” Manual**

**April 2014**

**Updated April 2022**