

Safeguarding Procedure

Introduction

This procedure applies equally to adults and young people and uses the term 'individual' to refer to both. There will be parts of the procedure that are more or less applicable or relevant depending on the specific characteristics of the individual involved. When following this procedure, do not hesitate to keep in mind any particular vulnerabilities of the individual and reach out to the Safeguarding Officer for any assistance.

Part 1: Responding to a disclosure

If an individual indicates that they are being harmed or abused, or information is received which gives rise to concern, the person receiving the information should:

- Take it seriously.
- Stay calm.
- Listen carefully to what is said, allowing the individual to continue at their own pace,
- Be sensitive.
- Keep questions to a minimum, only ask questions if you need to identify/ clarify what the individual is telling you.
- Reassure the individual that they have done the right thing in revealing the information.
- Ask them what they would like to happen next.
- Explain what you would like to do next.
- Explain that you will have to share the information with the LNHS's Safeguarding Officer.
- Ask for their consent for the information to be shared outside the organisation.
- Make an arrangement as to how you/the Safeguarding Officer can contact them safely.
- Help them to contact other organisations for advice and support.
- Act swiftly to report and carry out any relevant actions.
- Record in writing what was said using the adult's own words as soon as possible.

It is important **not** to:

- Dismiss or ignore the concern.
- Panic or allow shock or distaste to show.
- Make negative comments about the alleged perpetrator.
- Make assumptions or speculate.
- Come to your own conclusions.
- Probe for more information than is offered.
- Promise to keep the information secret.
- Make promises that cannot be kept.
- Conduct an investigation of the case.
- Confront the person thought to be causing harm.
- Take sole responsibility.
- Tell everyone.

Part 2: Making a Safeguarding Report

- Complete a **Safeguarding Report Form** and submit to the **Safeguarding Officer** (safeguarding@lnhs.org.uk) without delay.
- Describe the circumstances in which the concern came about and what action you took/ advice you gave.
- It is important to distinguish between things that are facts, things that have been observed or over-heard and opinions, in order to ensure that information is as accurate as possible.
- If someone has told you about the harm or abuse, use the words the individual themselves used. If someone has written to you (including by email, message) include a copy with the form.

- Be mindful of the need to be confidential at all times.
- This information must only be shared with your Safeguarding Officer and others that have a need to know – e.g. to keep the person safe whilst waiting for action to be taken.

Part 3: Responding to a Safeguarding Report (for the Safeguarding Officer)

1. Ensure any immediate actions necessary to safeguard anyone at risk have been taken.
2. If you have been sent a **Safeguarding Report Form** check that you can understand what is written and that all the necessary parts have been completed. If a disclosure has been made to you but no report has been completed, request that a Safeguarding Report Form be completed as soon as possible. If the report is made by the individual being harmed themselves, fill in the Safeguarding Report Form yourself.
3. Inform, reassure, and advise the **person making the report** e.g. what to do/what not to do. Explain what will happen next. Reinforce the need for confidentiality.
4. Consider what is known about the situation, what the risks are, what is known of **the views of the individual**, whether they have given their consent to the report being made and whether they might be considered to be an 'adult at risk'. Find out whether the person making the report believes the individual has the mental capacity to make decisions about what safeguarding actions they want to be taken (they are not expected to assess this, only provide their opinion). Decide if you need to **contact the individual** to get more information, determine their wishes, or explain what actions you need to take.
5. Ensure that the **individual (or their parent/guardian) has been given information** about the process and what will happen next. Ensure that they have been provided with information about other organisations that can support them. **ONLY do this if you have a known safe way of contacting them.**

6. Consult and Decide

If necessary, consult with the LNHS Secretary, the local authority and/or the police (as appropriate) and decide which of the following actions need to be taken.

The local authority safeguarding adults team / multi-agency safeguarding hub where the individual lives should be contacted if: (i) you believe the individual is an adult at risk, (ii) the individual appears not to have the mental capacity to make a decisions about their own safety and wellbeing, (iii) the risk is from a person employed or volunteering in work with adults with care and support needs (including within a sports organisations), (iv) there are other 'adults at risk' (e.g. another family member, another club member or other people using a service), and (v) the individual has asked you to make a report or have given their informed consent to you making it.

If a young person is at risk you must also make a child safeguarding referral to the local authority. This includes all situations where there is domestic abuse within the household where the child lives.

The police for the location where the alleged incident occurred should be contacted if: (i) a serious crime has been committed, (ii) a crime has been committed against an individual without the mental capacity to contact the police themselves; or (iii) the individual has asked you to make a report to the police on their behalf because they are unable to themselves.

If you are unsure whether or not to make a referral/report you can ask for advice by contacting the Local Authority Safeguarding Adults Team/Safeguarding Children Team/Multi-agency Safeguarding Hub and discuss

the situation with them without disclosing the identity of the individual or the person who may be causing harm.

7. Use policy and procedures to stop harm within the organisation

If the person who may be causing harm is a person involved in the LNHS in whatever capacity, inform the LNHS Secretary. The LNHS Secretary should consider whether the trustees should be asked to consider taking action under By-law 10(d) or (e) (removal from office of post-holders or section officers) or Rule 9(4) (termination of membership). Agree what short term arrangements can be put in place to enable the adult, who may be being harmed, to be able to continue participating in the organisation. The arrangements made must respect the rights of the person who may be causing harm and must be consistent with the relevant Rules and Bye-laws.

8. If statutory agencies are involved, **work together with them to agree the next steps. Attend and contribute to any strategy or case meetings that are called by the Local Authority.**

If statutory agencies say that they will not be taking any action in relation to a referral this should not stop the LNHS taking internal steps to safeguard the individual (e.g. following disciplinary procedures even if the police decide to not continue with a criminal investigation).

9. Decide who in the organisation will **maintain contact with the individual to consult with them, keep them informed and make sure they are receiving the support they need. Unless advised not to by the police or local authority, and only if there is a safe way to do so, contact the individual and/or their parent or guardian to let them know about the actions you have taken and the outcomes so far. Find out if the actions taken are working, what matters to them, what they would like to happen next and what outcomes they want to achieve.**

10. A Case Management Group should be appointed by agreement of the President, Secretary, Treasurer, Chair of A&F (or whichever of them is available), which includes at least one of these officers, to coordinate actions internally to the LNHS:

- share information about what has happened with the LNHS Secretary and any other senior leaders necessary.
- share the views of the individual.
- share any actions being taken by the police/local authority.
- agree who will coordinate between the LNHS and other agencies.
- decide what actions LNHS will take.
- coordinate action by LNHS.

Case Management Group meetings must be **recorded** so that decision making is transparent, and actions agreed are followed. **Follow up meetings** should be held as necessary until the actions needed are complete.

11. Ensure **records are complete and stored securely. Collate monitoring information, including feedback from the individual and **report to LNHS Council as requested**.**

Change Log

APPROVED by Council February 2026. For review 2028

Safeguarding Report Form (submit to Field Meetings Organiser)

To be completed as fully as possible if you have concerns regarding an individual.

If it is safe to do so, it is important to inform the individual about your concerns and that you have a duty to pass the information onto the Safeguarding Officer (safeguarding@lnhs.org.uk). The Safeguarding Officer will then look at the information and start to plan a course of action.

Section 1 – Details of individual (you have concerns about)	
Name of individual	
Address	
Date of Birth/ Age	
Is this individual an adult or a young person?	
If the individual is a young person, insert name of parent/guardian and relationship to the individual	
Contact number	
Emergency contact if known	
Consent to share information with emergency contact?	
Section 2 – Details of the person completing this form/ Your details	
Name	
Contact phone number(s)	
Email address	
Your role in the LNHS (if any)	
Section 3 – Details of concern	
Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the individual is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.)	
Date/ Time	What happened

Section 5 – Details of the person thought to be causing harm (if known)	
Name	
Address	
Date of Birth/Age	
Relationship/connection to individual	
Role in organisation	
Do they have contact with other individuals at risk in another capacity? E.g. in their work/family/as a volunteer	
Section 6 - Have you discussed your concerns with the individual? What are their views, What have they stated about what they want to happen and what outcomes they want?	
Section 6A – Reasons for not discussing with the individual	
Discussion would put the individual or others at risk. Please explain:	
Individual appears to lack mental capacity. Please explain:	
Individual unable to communicate their views. Please explain:	
Section 7 – Risk to others	
Are any adults at risk? Yes/No/Not known – delete as appropriate	
If yes please fill in another form answering questions 1-6	

Are any children at risk? Yes/No/Not known Delete as appropriate If yes please fill in a safeguarding children referral form and attach to this.	
Section 8 – What action have you taken if any /agreed with the individual to reduce the risks?	
Actions by club: e.g. person causing harm suspended, session times changed.	
Section 9: Other agencies contacted	Who contacted/reference number/contact details/advice gained/action being taken
Police	
Local Authority	
Other – please state who and why:	
Section 10: Contact with Safeguarding Officer/others within the club	
Who else has been informed of this issue? – and what was the reason for information sharing	
Consultation with Safeguarding Officer	Dates and times
Completed Form copied to Safeguarding Officer; Date and time	
Signed:	
Date:	

OFFICE USE ONLY

Section 11 – Sharing the concerns (To be completed by Safeguarding Office)

Details of your contact with the individual. Have they consented to information being shared outside of the LNHS?

Details of contact with the Local Authority Safeguarding Team/ multi-agency safeguarding hub where the individual lives – advice can be still sought without giving personal details if you do not have consent for a referral.

Details of any other agencies contacted:

Details of the outcome of this concern: