

Welfare team process following an allegation, suspicion or disclosure of poor practice or abuse



Report received by the lead welfare officer at welfare@basingstokegym.co.uk

No immediate harm or concern or serious allegation.

Potential poor practice or concern over the well being of a child following a disclosure.



Follow appendix 1



Serious allegation

- Telephone for an ambulance or take them to hospital.
- Call the police.
- Inform the parents you are doing this
- Inform the lead welfare team/lead officer

Make necessary notes on what allegation has been made so far, and any information which will be relevant to pass onto the emergency services and British Gymnastics.

Complete the British Gymnastics incident report form found <https://www.british-gymnastics.org/clubs/club-membership/safeguarding-and-compliance>

BG Case Management Team (CMT) will consult with Children's Social Care/Designated Officer (LADO) & Police (where appropriate) to determine the route for further action.

Await advise and action from British Gymnastics or emergency services.

Ensure all notes are completed on what action was taken.

Hants direct: 0300 5551384

[LADO referral form](#)

Welfare team

Appendix 1

The allegation is received, or concern raised

- Email received.
- Lead WO to confirm the case has been received. Remind the individual who raised the concern of confidentiality and GDPR.
- Lead WO states whether there is an immediate conflict of interest.
- Lead WO allocated case to designated WO to lead.
- Case number assigned and added to the summer log in teams with original concern raised
- Case highlighted yellow as an open case.
- A serious allegation will be coloured red and will require immediate attention.
- Detail of case investigated by the lead welfare of the case to check the following:
 - Breach of British Gymnastic Policies
 - Breach of Basingstoke Policies
 - Collate the information from all parties.
 - Set up meetings with parents where necessary
 - Support plan/immediate support required for child
 - Make notes on the action that has been taken, including the time/method of communication and any correspondence for the case log
 - Seek advise from British Gymnastics or Director of coaching if further clarification is required.
 - Seek technical advice if required.
 - Discuss the findings with another WO to decide on the action plan.

Once information has been collated:

- Inform the Club Manager of the findings, confirming the breach in policies and recent action plan.
- Club Manager to decide on whether disciplinary action is required.
- Club Manager to hold any HR related meetings
- Club manager to inform the welfare team of action.
- Decision made by the welfare team on whether the case can be closed or remains open. Set timescale.
- Follow up meeting arranged if required.

Monthly review of case. If case requires no further action, case is then closed. Records updated.

Useful contacts:

Regional Welfare Officer south.rwo@british-gymnastics.org or Catherine.wall@british-gymnastics.org tel: 07523518603

British Gymnastics safeguarding and compliance team: safeguarding@british-gymnastics.org tel: 0345 129 7129

Link to British Gymnastics Policies: <https://www.british-gymnastics.org/safeguarding-and-compliance-policies>

Hampshire Children's Social care: 0300 555 184

Hampshire Lado 01962 876364 child.protection@hants.gov.uk

Police 101 (999 in emergency)

Support agencies:

NSPCC

Confidential Helpline - 0800 800 5000 - 0808 800 5000

NSPCC Child Protection in Sport Unit - Keeping Children [Safe](#) in Sport

Childline

Contact 0800 1111 [click](#) here for Childline website

Childline advice for adults 0800 500 100 [click](#) for Childline website

Child Exploitation Online Protection (CEOP)

The Child Exploitation Online Protection (CEOP) team is made up of police officers that observe social networking sites to ensure you are safe whilst on the internet. If you have or have ever had a concern regarding someone on the internet or their behaviour towards you, you can make a report to CEOP by [clicking here](#).