

WINDMILL ANGLING CLUB

RESPONDING AND REPORTING A SAFEGUARDING CONCERN PROCESS AND PROCEDURE

If you have a concern, doing **NOTHING** is not an option.
It is not your job to investigate the disclosure. The young person or adult at risk has put their trust in you, that you understand how hard it has been to tell, that you take it seriously and know what to do.



Try to:

- Remain Calm
- Listen Carefully and don't interrupt.
- Explain early that you can't keep the details to yourself and that others are there to help. If they are adamant, you will need to discuss it with Angling Trust Lead Safeguarding Officer.
- Allow them to continue at their own pace.
- Don't ask leading questions. Tell me, Explain, Demonstrate. (TED)
- Reassure them they are not to blame they have done nothing wrong.
- Try to protect evidence, photos of injuries, clothing, etc.
- Record in writing as soon as possible using their own words on the Angling Trust Reporting form. Make sure you record date, time and as much detail as you can. Keep it locked away.
- Contact The Angling Trust Safeguarding team and send completed reporting form.

Do Not:

- Panic, show alarm or shock.
- Ask questions that lead. Just questions for clarification.
- Speculate, make assumptions or judgements.
- Make promises or keep secrets.
- Make comments about the abuser.
- Share it with other people other than officers that can know.
- Delay in reporting it.
- Keep it to yourself.

If you are unsure contact a member of Angling Trust Safeguarding team. If you feel that the person is in immediate danger, contact local police.

Angling Trust safeguarding officers can make decisions about suspensions and make full investigations.

Remember it is not your role to investigate whether abuse has taken place or not, but it is your responsibility to report it.

Don't forget

Recognise Respond Record Report

For the Angling Trust Reporting form and further advice on keeping children/vulnerable individuals safe in sport, scan the QR code or visit windmillanglingclub.org/safeguarding-policy/

