**Reporting Concerns About Others (Flowchart 1)**

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Speak to your Club Welfare Officer or National Governing Body Safeguarding Lead [insert contact details] and report your concerns without delay.  
*If you have concerns that they are implicated or may not act appropriately contact [organisation’s name] CEO*

Is a serious crime in progress or been committed?

Contact the police   
**999**

Yes

No

Seek medical attention or contact emergency services **999**

Yes

You have a concern, or have been told about, possible abuse of someone else, poor practice or wider welfare issues.

Is the person in immediate danger or need immediate medical attention?

No

Is it safe to speak with the adult?

What does the adult want to happen?  
If you know their views include those throughout the process.

Make notes and complete a Safeguarding Adults Concerns Report Form (see Appendix 1), submit to Club Welfare Officer or National Governing Body Safeguarding Lead/CEO\*

### Procedure for Safeguarding Lead\* (Flowchart 2)

[Amend to suit your organisation] (\*or appointed individual)

Steps 1-5 **Initial response** (as soon as you receive the Safeguarding referral)

Steps 6- 14 **Taking Action**

**Step 1**: Is someone at immediate risk of harm/ danger or in need of immediate medical attention?

NO

If harm is occurring within the organisation   
use relevant procedures e.g. breach of code of conduct to prevent further harm.

YES

Call emergency   
services 999/112

**Step 5 – Person at Risk**

If it is safe to do so - ensure the person at risk has information about what will happen next. Make sure they have been given information about other organisations that can support them (see Appendix 2).

**Step 4- Person at Risk**

What are the risks? What are the views of the adult? Are they an adult at risk? Do they need support to make decisions about their safety?  
  
Do you need to contact the adult directly? Is it safe for you to do so?

3

**Step 3- Person Making the Report**

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. **3**

**Step 2 – Safeguarding Report Details**  
If you have been sent a Safeguarding Adults Report Form check that you can understand what is written and that all the necessary parts have been completed  
If you are being contacted directly request a completed Safeguarding Adults Report Form   
 (staff and volunteers) or fill in the form with the person making the report (public/adult themselves)

Organisation decides who will maintain regular contact with the adult/s who have been at risk of harm

**Step 6 – Consult and Decide**

As needed consult Case Management Group/chair[Amend for your organisation], Local Authority/the Police and decide which one or more of the following actions need to be taken.

**Steps 13 and 14**

Recording and reporting  
Ensure decisions made, actions taken, and outcomes logged and reported

**Step 7**

**If a serious crime is suspected contact the police**

Criminal enquiry, investigation, proceedings

**Step 8**

**If you believe there is an ‘adult at risk’ make a safeguarding adults report to the Local Authority**

**Step 9**

**If harm is suspected of being caused within [name of organisation]**

e.g. by an employee, contracted worker, volunteer or member report to relevant manager/s

Safeguarding adults process  
led by Local Authority

Organisation takes **short term steps** within relevant policy to **prevent harm** e.g. suspend employee, coach, volunteer or member

**Step 11** Take advice from and **coordinate actions** taken by [name of organisation] with those of **other agencies. Attend and contribute to Safeguarding Adults strategy meetings**

**Step 12**  
**Hold Case Management meeting** to coordinate actions by [name of organisation]

**Step 10**

**Consult with and inform the adult**

**Possible Outcomes:** **e.g.**

* Adult receives information about the process
* Adult supported to have their views and experience heard
* Adult supported to gain support from other agencies
* Adult continues to participate in organisation/sport

**Possible outcomes: e.g.**

* Informal resolution
* Education and training
* Formal warning
* Dismissal
* Role conditions applied
* Contract ended
* Referred to Independent Barring Board
* Unsubstantiated – no further action

**Possible outcomes: e.g**.

* Criminal Caution or Conviction
* Police referral back to organisation
* Referral to Independent Barring Board
* Unsubstantiated– no further action

**Possible outcomes e.g.**

* LA enquiries triggered
* Adult supported to ‘make safeguarding personal’
* Other adults at risk identified
* Multi-agency meetings to coordinate actions
* New/changed care and support and protection plan for any adult at risk
* NOT an adult at risk – information and advice provided