**Flow Chart 1: Safeguarding a Person in YOUR responsibility (e.g. club member)**

**Do you have immediate concerns for the safety or welfare of a child, young person or adult at risk? Do you suspect abuse or is the child, young person or adult at risk at risk of imminent danger?**

**YES NO**

**Contact the Club Welfare Officer or the RLSS UK Safeguarding Team for immediate advice**

**YES**

**Is the child, young person or adult**

**at risk in need of medical NO attention?**

**Any adult responsible for an activity or event, in emergency situation must call:**

**Emergency Services 999 or take the child to the hospital (if possible ask another adult to accompany you). Inform the doctor or medical staff there is a safeguarding/ child protection concern-the doctor will refer the matter to the Local Authority**

* 1. **Children’s Services/Adult Services**

**Report concerns to the Club Welfare Officer OR Branch Safeguarding Officer who will if necessary report the matter to the Local Authority or Police without delay. He/she will ensure:**

**- Completion of the Incident Report Form and/or Witness Incident Report Form**

**- Immediate notification of Safeguarding Case Officer and/or the Designated Safeguarding Lead**

**If neither the Club Welfare Officer nor Branch Safeguarding Officer are available CONTACT the RLSS UK HQ Safeguarding Case Officer and/or Designated Safeguarding Lead**

**If the Safeguarding Case Officer and the Designated Safeguarding Lead at RLSS HQ is not available contact either the Police, Local Authority i.e. Children’s Services, Adult Services, Local Authority Designated Officer(LADO) or the MASH team, or the NSPCC Helpline for action/advice and inform the Club**

**Designated Safeguarding Lead will liaise with the relevant statutory agencies or take on advice of Local Authority, Children’s Services or Adult Services as required**

**Flow Chart 2: Safeguarding a Person NOT in your responsibility**

If a child, young person or adult at risk for whom you are not responsible for informs you directly that he/she is being abused outside the RLSS UK environment (i.e. at home, school or some other setting) or through your own observations or by a third party you become aware of possible external abuse, please follow the actions below.

**Do you have immediate concerns for the safety or welfare of a child, young person or adult at risk WHO IS NOT YOUR RESPONSIBILITY?**

**Do you suspect abuse or is the child, young person or adult at risk WHO IS NOT YOUR RESPONSIBILITY is at risk of imminent danger?**

**YES**

**NO**

**Report to the Club Welfare Officer who will contact Statutory Agencies**

**i.e. the Police, Children’s Services/Adult Services and the**

**RLSS UK Safeguarding Team**

**Contact:**

**The Welfare Club Officer at your local Club RLSS UK HQ Safeguarding Team on 0300 3230 096**

**The NSPCC Child Protection helpline for immediate advice 0808 800 5000**

**Action on Elder Abuse 080 808 8141**

**If they are unavailable contact Local Authority i.e. The Local Authority Designated Officer (LADO), Multi Agency Safeguarding Team (MASH), Children’s Services/Adult Services for advice and guidance**

**Inform the Branch Safeguarding Officer and the RLSS UK Safeguarding Team within 48 hours**

**Reporting a safeguarding concern directly to Statutory Agencies**

Where a person including staff and volunteers makes a referral on a safeguarding concern directly to statutory agencies e.g. Local Authority or the Police it is likely that a Social Worker and possibly a Police Officer (safeguarding) will need information about the disclosure/abused witnessed/reasons for the concern from the referrer. In some instances, where prosecution is possible a police statement may be requested. Therefore, the involvement of the referrer (the person who reported the concern) is likely to end. However, you should ensure that:

* The responsible person in your Local Authority or the Police acknowledges your referral.
* If you do not hear from them with 3-5 working days, please contact them again.
* Ensure that you keep a copy of the acknowledgement form/receipt from the Local Authority or the Police in the child’s /adult at risk record.
* Ensure that at the end of the discussion about the child/adult a risk, the referrer and the Local Authority Team dealing with the case are clear about who will be taking what action. The decision must be recorded by the team and by the referrer.
* Inform the Club Welfare Officer/Branch Safeguarding Officer and the Safeguarding Case Officer at RLSS UK HQ.