



York City Rowing Club - Safeguarding and Protecting Children and Adults at Risk

Recording and Reporting Safeguarding Concerns

RECEIVE - RECORD - REPORT

Although it can be difficult to report such matters, you must remember that:

- the welfare of the Child is paramount
- being vigilant helps to protect Children
- everyone has a Duty of Care to report any concerns they have immediately
- a good reporting structure ensures that concerns are dealt with fairly.

Please complete as much information as you can.

1. Does the referral relate to a child, member of the club or an activity taking place?
2. If you are concerned about the impact of an activity on safeguarding please describe the activity and your concern. Then go to point 4.
3. If you are concerned about safeguarding in relation to a person please give the information below:
 - Name(s) of Junior or Adult at Risk who has been affected
 - Name of person(s) against whom allegations have been made
 - Position in the club: Junior, Coach, Parent etc
 - Are you reporting your own concerns?
If not, please give details of person who has raised concerns:
 - Brief details of concern or incident:

PLEASE NOTE THERE IS NO EXPECTATION FOR YOU TO SPEAK WITH ANY PARTIES

- Have you spoken to the person against whom any allegations have been made?
If so what has been said?
- Have you spoken to the child or Adult at Risk?
If so, please detail of what has been said:
- Have you spoken to the parents?
If so, please detail of what has been said:
- Please detail any action taken to date
- Has the advice of support agencies been sought?
If so please give details.
- Have the statutory agencies been informed?
If so, please give contact details for appropriate person.

NSPCC Helpline - 0800 800 5000

Careline - 0208 541 1177

The Samaritans - 116 123

Victim Support - 0845 3030 900

Child Line - 0800 1111

CWO - Welfare@ycrc.co.uk

British Rowing Lead Safeguarding Officer - 020 8237 6700.

When recording the information please:

- confine yourself to the facts – what you have observed/seen, heard or had reported to you
- distinguish between what is your own personal knowledge and what you have been told by others
- do not include your own opinions on the matter. Be clear where you are giving either your own or others' interpretation of events and the reasons for this (e.g. context, individual's response to challenge).

4. Please provide your email address for the YCRC CWO to make contact for further clarification.

If the CWO or British Rowing Lead Safeguarding Officer (LSO) is not available and the matter is urgent:

- Contact a statutory agency directly for advice and
- Complete the report form and return to the British Rowing LSO at British Rowing, 6 Lower Mall, London, W6 9DJ