Greenock Wanderers Responding to Safeguarding Concerns Procedure

1. Purpose

Greenock Wanderers (GWRFC) is committed to safeguarding children, young people, adults that may be at risk, visitors and all participants involved in rugby.

This procedure explains what all club members, volunteers, coaches, officials, parents and participants must do if they have a concern about the welfare, safety or wellbeing of a child, young person or anyone else.

The welfare of the individual is always the paramount consideration.

This procedure should be read alongside the Greenock Wanderers Safeguarding Policy and Scottish Rugby's Safeguarding Everyone Policy.

2. What Should Be Reported?

All wellbeing and protection concerns must be reported.

This includes concerns relating to:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Bullying or cyberbullying
- Discrimination or hate incidents
- Poor practice
- Breaches of professional boundaries
- Inappropriate behaviour by adults or young people
- Online safety concerns
- Lower-level concerns about conduct or behaviour
- Concerns relating to the welfare or wellbeing of a child, young person or adult at risk

You do not need proof or evidence before reporting a concern.

If something does not feel right, report it.

3. Recognise

You may become aware of a concern through:

- Something you see
- Something you hear
- A disclosure from a child, young person or adult
- Information from another person
- A pattern of behaviour that raises concern
- Observing poor practice or conduct that falls below expected standards

Possible indicators may include:

- Unexplained injuries
- Significant changes in behaviour
- Withdrawal, anxiety or distress
- Inappropriate relationships or boundaries
- Bullying or harassment
- Concerning social media activity
- Repeated breaches of club codes of conduct

The presence of indicators does not automatically mean abuse has occurred, but concerns should always be reported.

4. Respond

If someone discloses information to you:

Do

- ✓ Stay calm.
- ✓ Listen carefully.
- ✓ Allow them to speak freely.
- ✓ Take what they say seriously.
- ✓ Reassure them that they have done the right thing by telling someone.
- ✓ Explain that you may need to share the information with people who can help keep them safe.

Do Not

- Promise confidentiality.
- Ask leading questions.
- Investigate the matter yourself.
- Challenge or confront the alleged person responsible.
- Make assumptions or judgments.
- Share information with others who do not need to know.

Remember: your role is to receive information, not investigate.

5. Immediate Risk of Harm

If a child, young person or adult is in immediate danger or requires urgent medical attention:

- Contact emergency services immediately by calling 999.
- Take reasonable action to ensure the person's immediate safety.
- Inform a Club Safeguarding Officer as soon as possible.
- Following emergency action, complete the reporting process outlined below.

No member of the club should delay contacting emergency services in order to seek approval from a Safeguarding Officer.

6. Record

As soon as possible after the concern arises:

- Record what you saw, heard or were told.
- Use the individual's own words where possible.
- Stick to facts and observations.
- Record dates, times, locations and names where known.
- Avoid assumptions, opinions or speculation.

Complete the club's Safeguarding Incident Reporting Form as soon as practicable.

Reporting should never be delayed because a form has not yet been completed.

7. Report

All safeguarding concerns must be reported to a Club Safeguarding Officer.

Club Safeguarding Officers

Lucie Phillips

Kimberly Boyd

Email:

cpogwrfc@gmail.com

Concerns should be reported:

- Immediately if there is a risk of harm.
- Within 24 hours for all other safeguarding concerns.

The Club Safeguarding Officer will assess the information and, where appropriate, refer the matter to:

Scottish Rugby Safeguarding Team

Social Work Services

Police Scotland

Other relevant statutory or regulatory agencies

Club members must not make referrals to statutory agencies on behalf of the club unless there is an immediate emergency or they have been advised to do so.

8. Confidentiality and Information Sharing

Safeguarding information will be shared on a need-to-know basis only.

Information may be shared where necessary to:

- Protect a child, young person or adult at risk.
- Meet legal safeguarding obligations.
- Support safeguarding investigations.

- Enable appropriate action to be taken.

Confidentiality cannot be guaranteed where someone may be at risk of harm.

9. What Happens Next?

Once a concern has been reported, the Club Safeguarding Officer will:

- Acknowledge receipt of the concern where appropriate.
- Assess the information received.
- Seek advice from Scottish Rugby where necessary.
- Make referrals where required.
- Maintain appropriate records.
- Keep information confidential and secure.

Not everyone who raises a concern will be informed of detailed outcomes, particularly where confidentiality or legal considerations apply.

10. Protection for Those Reporting Concerns

Greenock Wanderers encourages all concerns to be reported in good faith.

No individual will be disadvantaged for raising a genuine safeguarding concern, even where subsequent enquiries determine that no further action is required.

The club will not tolerate intimidation, victimisation or retaliation against anyone who raises a safeguarding concern.

Review Date: April 2029, or sooner following significant legislative, organisational or Scottish Rugby safeguarding changes.

Concern Reporting Form

Greenock Wanderers Reporting a Concern Form

Important Information

If a child or adult is in immediate danger, contact Police Scotland on **999**.

This form should be completed as soon as possible after a concern comes to your attention. Please record only factual information and avoid making assumptions or including personal opinions.

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1. Details of Person Completing This Form

Name:

Role/Position:

Organisation/Club:

Contact Number:

Email Address:

Date Form Completed:

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2. Details of Child, Young Person, or other individual (if applicable)

Name:

Date of Birth/Age:

Address (if known):

Team/Group/Activity:

Parent/Carer Name(s):

Parent/Carer Contact Details:

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3. Details of Person of Concern (if applicable)

This is the person whose behaviour, actions, or conduct has caused concern.

Name:

Role/Relationship to Child:

Organisation/Club (if relevant):

Contact Details (if known):

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4. Nature of the Concern

Please tick all that apply:

☐ Child wellbeing concern

☐ Poor practice

☐ Breach of code of conduct

☐ Emotional harm

☐ Physical harm

☐ Sexual harm

☐ Neglect

☐ Bullying

☐ Online safety concern

☐ Adult conduct concern

☐ Other (please specify):

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5. Details of Concern

Please describe:

- What happened?
- Who was involved?
- When and where did it happen?
- What was seen, heard, disclosed, or observed?

(Please record facts and actual words used where possible.)

Concern Details:

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6. Child's Voice (if applicable)

What did the child say?

Please record their words as accurately as possible.

_____

_____

_____

_____

7. Witnesses

Were there any witnesses?

☐ Yes

☐ No

If yes, please provide names and contact details:

_____

_____

_____

8. Immediate Action Taken

What actions have been taken so far?

☐ No action taken

☐ Child made safe

☐ Parent/carer informed

☐ Designated Safeguarding/Wellbeing Officer informed

☐ Governing Body informed

☐ Police informed

☐ Social Work informed

☐ Medical attention sought

☐ Other

Please provide details:

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9. Supporting Information

Are there any supporting documents or evidence?

☐ Emails

☐ Text messages

☐ Social media messages

☐ Photographs

☐ Video recordings

☐ Witness statements

☐ Other

Details:

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10. Reporting and Decision-Making

Name of Safeguarding/Wellbeing Officer notified:

Date and Time Notified:

Method of Notification:

☐ In person

☐ Telephone

☐ Email

☐ Other

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11. Declaration

I confirm that the information contained within this form is accurate to the best of my knowledge and has been recorded factually.

Name:

Signature:

Date:

For Safeguarding/Wellbeing Officer Use Only

Date Concern Received:

Initial Risk Assessment Completed:

☐ Yes ☐ No

Outcome/Decision:

Further Action Required:

Completed By:

Date: