

## **Reporting**

It is very important if any of the following incidents should occur, that they are reported on the day to their line manager, and **Kirkliston & South Queensferry Football Club** Incident Record Form is completed (Attached). Parents should also be informed of the incident. It is expected that staff will apply **judgement** and **common sense** when reporting an incident for example, in any of the following circumstances:

- If you accidentally hurt a child or vulnerable adult.
- If a child or vulnerable adult seems distressed in any manner.
- If a child or vulnerable adult misunderstands or misinterprets something you have done that has serious implications.
- If a child or vulnerable adult appears to be sexually aroused by your actions.
- If a child or vulnerable adult needs to be restrained

## **Responding to Disclosures, Suspensions and Allegations of Abuse**

Any allegation of physical or sexual abuse must be taken seriously. Although false allegations of abuse do occur, they are rare. If a child or vulnerable adult says or indicates that he/she is being abused or information is obtained which gives concern that a child or vulnerable adult is being abused, you must react immediately i.e. in line with the following procedures on the day.

### **Definitions of Abuse of Children or Vulnerable Adults**

It is very important that individuals understand what abuse of a child or vulnerable adult is. The different types of abuse are listed below:

- Emotional Abuse
- Neglect
- Physical Abuse
- Sexual Abuse
- Race and Racism
- Bullying (includes bullying by gangs; bullying by family members; physical bullying; verbal bullying; teasing; and harassment)

Further details of these definitions can be found in Signs and Symptoms of Abuse document.

**It is not the responsibility of anyone from Kirkliston & South Queensferry Football Club to take responsibility or decide whether or not child abuse is taking place. It is however an individual's responsibility to pass on their concerns.**

## Responding to a Disclosure

On receiving information concerning a disclosure follow the steps below:

- React calmly so as not to frighten the child/vulnerable adult.
- Listen to the child/vulnerable adult.
- Do not show disbelief.
- Tell the child/vulnerable adult that he/she is not to blame and that he/she was right to tell.
- Take what the child/vulnerable adult says seriously while recognising the difficulties inherent in interpreting what a child/vulnerable adult says especially if they have a speech disability and/or differences in language.
- Do not pre-suppose that the experience was bad or painful – it may have been neutral or even pleasurable. Always avoid projecting your own reactions onto the child.
- If you need to clarify, keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- If you need to clarify or the statement is ambiguous use open-ended, non-leading questions.
- Do not introduce personal information from either your own experiences or those of other children.
- Reassure the child.
- Pass your concerns on the day to the Child protection officer and/or the Social Work Department or the Police in the area where the abuse is alleged to have occurred (these services are available 24 hours a day).
- Make a full record of what has been said, heard and/or seen as soon as possible in the child/vulnerable adult's own words. If available, include the following information:
  - Name of child/vulnerable adult
  - Age, date of birth of child/vulnerable adult
  - Home address and telephone number of the child/vulnerable adult
  - The nature of the allegation in the child's own words.
  - Any witnesses to the incident/s
  - Any times, dates or other relevant information.
  - Whether the person making the report is expressing their own concern or the concerns of another person

- The child/vulnerable adult's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- The nature of the allegation (include **all** of the information obtained during the initial account e.g. time, date, location of alleged incident if available)
- A description of any visible injuries or bruising, behavioural signs, indirect signs
- Details of any witnesses to the incident
- Whether the child/vulnerable adult's parent or guardian have been contacted
- Details of anyone else who has been consulted and the information obtained from them
- If it is not the child/vulnerable adult making the report, whether the child/vulnerable adult been spoken to, if so what was said
- Record, sign and date on the day what you have seen or been told, using the **Kirkliston & South Queensferry Football Club's** Referral Form (Attached)
- If making an electronic copy do not save to the hard drive or floppy disk. Print off the record, sign and date, then delete electronic copy, all on the day.
- **Remember:** Listen, Respond, Report and Record

### **Actions to Avoid**

On receiving information concerning a disclosure:

- Do not panic.
- Do not allow shock or distaste to show.
- Do not probe for more information than is offered.
- Do not speculate or make assumptions.
- Do not make negative comments about the alleged abuser.
- Do not approach the alleged abuser.
- Do not make promises or agree to keep secrets.
- Do not give a guarantee of confidentiality.

### **Allegations of Previous Abuse (Historical Abuse)**

An adult who was abused may make allegations of abuse some time after the event e.g. as a child or by a member of staff who is still currently working with children. Where such an allegation is made, these procedures should be followed and the matter reported to the Social Work Department or the police. This is because other children, either within or outside football, may be at risk from this person.

### **Suspensions or Allegations of Abuse against a Volunteer/Member of the Club**

It is important to acknowledge that the feelings caused by the discovery of potential abuse by a member of the club or volunteer will raise different issues e.g. people may feel that it could not possibly happen by the person who is alleged to have done it. It is not the responsibility of a club or voluntary member to take responsibility or to decide whether or not the child or vulnerable adult has been abused. However, as with allegations of non-club members, it is the responsibility of the individual to act on any concerns.

Any allegations of abuse will be dealt with through **Kirkliston & South Queensferry's Football Club's** Procedures for Managing Suspensions and Allegations of Abuse of a Child or Vulnerable Adult against a Volunteer/Staff Member or a member of the Club (Appendix 3). This procedure will assist in distinguishing allegations of abuse from poor practice.

### **Sharing concerns with Parents, Guardians or Carers Where it is Not Abuse**

There is always a commitment to work in partnership with parents/guardians/carers where there are concerns about their children/vulnerable adults. Therefore in most situations, **not involving the possibility of child or vulnerable adult abuse**, it would be important to talk to parents/guardians/carers to help clarify any initial concerns. For example, if a child or vulnerable adult seems withdrawn, there may be a reasonable explanation. He/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement.

### **Allegations of Abuse**

However there are circumstances in which a child or vulnerable adult might be placed at even greater risk if concerns are shared e.g. where a parent/guardian/carer may be responsible for the abuse or not able to respond to the situation appropriately. In these situations or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the Child protection officer and/or follow Flowchart 1 as soon as possible and record.

In all cases of abuse, advice and guidance is to be sought from the local Social Work Department or Police as to who contacts the parents.

### **False or Malicious Allegations**

Where an investigation of abuse has been conducted and is unfounded the Club member will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. Where after reviewing the details of the account of the circumstances or the investigation it is clear that the allegation has been malicious or unfounded, the person may wish to seek legal advice.

**Kirkliston & South Queensferry Football Club** will take all reasonable steps to support the individual in this situation. In these circumstances the Club reserves the right to discontinue a child's access to that activity.

Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 1998.

# KIRKLISTON & SOUTH QUEENSFERRY FOOTBALL CLUB

## Incident Record Form

This form must be completed *as soon as possible* after receiving information that causes concern about the welfare of a child or vulnerable adult. This must be passed to the Child protection officer (or relevant Club Member) as soon as possible after completion: do not delay by attempting to obtain information to complete all the details. Please hand write, in pen.

### 1. Details of person making report

Name:
Position:
Contact telephone number:
Address:

### 2. Details of Child/ Vulnerable Adult

Name:
Date of Birth:
Address:
Contact telephone number:
Names and address of parents/guardian/carers:

### 3. Details of person about whom there is concern

Name:
Position:
Date of Birth:
Address:

### 4. If you are reporting this alleged incident on behalf of someone else, please provide details of that person:

Name:
Position:
Address:
Contact telephone number:
Date this person advised you of alleged incident:
Record here the information you were given from this person about the alleged incident (continue on a separate sheet if necessary):

### 5. Details of the alleged incident

Date of alleged incident: Time:	Place:
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Names and addresses of witnesses:	Names and addresses of witnesses:
Describe in detail the incident causing concern:	
Was the child/vulnerable adult asked what happened: YES/NO If yes, record exactly what the child/vulnerable adult said in their own words and any questions asked if the situation needed clarification (continue on a separate sheet if required):	

**Details of action taken**

Detail what action, if any, has been taken following receipt of this information including whether you have spoken to the parents:
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**Details of when passed to Child protection officer:**

**Signature:**

**Print name:**

**Date:**

# KIRKLISTON & SOUTH QUEENSFERRY FOOTBALL CLUB

## Child Abuse Referral Form

This form must be completed *as soon as possible* after receiving information that may suggest that a child is at risk or there are any concerns regarding possible abuse of a child or vulnerable adult.

### ***Details of person making report***

Name:
Position:
Contact telephone number:
Address:

### ***Details of Child/ Vulnerable Adult***

Name:
Date of Birth:
Address:
Contact telephone number:
Names and address of parents/guardian/carers:

### ***Details of person about whom there is concern***

Name:
Position:
Date of Birth:
Address:

If you are reporting this alleged incident on behalf of someone else, please provide details of that person:

Name:
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Position:
Address:
Contact telephone number:
Date this person advised you of alleged incident:
Record here the information you were given from this person about the alleged incident (continue on a separate sheet if necessary):

#### Details of the alleged incident

Date of alleged incident:
Time:
Place:
Names and addresses of witnesses:
Describe in detail visible injuries/bruises and concerning behaviour of the child/vulnerable adult, if any (use diagrams if this helps you to describe the injury). Continue on a separate sheet if required):
Was the child/vulnerable adult asked what happened?: YES/NO
If yes, record exactly what the child said in their own words and any questions asked if the situation needed clarification (continue on a separate sheet if required):



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**Details of contact with the parent/guardian/carer**

<p><b><u>Note: Social Work or Police would normally do this</u></b> Have the parents/guardians/carers been advised of this matter? Yes /No</p>
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**Details of action taken**

<p>Detail what action, if any, has been taken, by you, following receipt of this information:</p>
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**Details of external agencies contacted**

<p>Police</p>	<p>Police station contacted:</p> <p>Name and contact number of Police Officer:</p> <p>Advice received:</p>
<p>Social Work Department</p>	<p>Social Work Dept:</p> <p>Name and contact number of individual:</p> <p>Advice received:</p>
<p>Other:</p>	<p>Name of organisation:</p> <p>Name and contact number of individual:</p>

	Advice received:
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**Other information**

Record any other information you have about this matter (it is important that *all* information is passed on even that which you think is not important or helpful).

**Signature:**

**Print name:**

**Date:**

**PLEASE NOTE**

Where a referral has been made to the Police and Social Work Department a copy of this form must be sent to them.