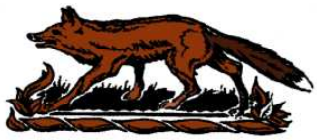

Garboldisham Cricket Club – Responding, Recording and Reporting policy.

If you have a safeguarding concern whether you are a member, staff, official or volunteer please remember the 3 R's

- **Respond** to the concern or allegation
- **Record** the relevant information
- **Report** the relevant information

If you notice abuse or it is reported to you first – hand it is your responsibility to respond, record, and report. Do not assume someone else will take care of the situation.

Respond

- Stay Calm – do not show signs of shock or disbelief. Particularly if the concern is coming from a child.
- Reassure the person reporting the concern that they are safe.
- Once you have listened, be honest and explain you will have to tell the club safe guarding officer about the situation.
- Control your facial expressions: appear neutral and do not show strong emotions.

- Listen and clarify detail-using open questions – but do not cross examine.
- The child's welfare paramount, your priority is to ensure that they are safe.
- Share concerns with the club safeguarding officer a quickly as possible – do not wait until you are certain.
- The club safeguarding officer should talk to the county safeguarding officer to take advise before talking to anyone else at the club. – Including the person the concern is about.
- If you are concerned about the safety of the child then the local police and local authority should be informed.
- If a crime has been committed then this should be reported to the police and an incident number obtained and recorded.
- If a child asks anyone to keep something 'secret' be honest and explain you will have to tell someone but explain this is to keep him or her safe.
- The club will make sure whoever shared the concern has support.

Record

- Write down what has happened as soon as possible.
- Use the ECB referral form to record the information.
- Be accurate with the information – what ever you were told, whatever you witnessed no detail is too small or irrelevant.
- If you are unsure about something just say.
- Do not include subjective opinions or feelings.

Report

- Report concerns to your Club Safeguarding Officer and use the ECB referral form within 1 day – unless the safeguarding concern is regarding the club-safeguarding officer then report this to the County Safeguarding Officer.