PROCESS MAP

REPORTING A CONCERN ABOUT A CHILD

Concern arises about a child or about the conduct of a member of staff, coach or volunteer towards a child.

Is there an immediate risk to a child or young person?

NO

YES

Submit a safeguarding concern form to UKA and advise your club welfare officer who takes immediate local action as necessary.

Call the Police/ Ambulance as necessary and then submit a safeguarding concern form to UKA and advise your club welfare officer.

UKA Safeguarding Team review concern & liaises with club welfare officer and relevant HCAF Welfare Lead.

UKA Safeguarding Team considers interim protection measures and notifies relevant statutory bodies/agree timeline & investigative process.

Case assessed as suitable for resolution at level 1 of the regulations.

Case assessed as requiring investigation at level 2 of the regulations.

Information assessed and UKA Lead Safeguarding Officer decides on the appropriate Outcome.

UKA conduct safeguarding investigation - refer papers to Safeguarding Case Management Group. Outcome advised - including relevant appeal process — Outcome implemented.