FLOWCHART FOR RESPONDING TO A CHILD WELLBEING OR PROTECTION CONCERN

Disclosure by child to a member of the sports volunteers/staff

Observation

Information from another individual /agency

Contact Bowls Scotland's Safeguarding / Child Protection Lead Officer (CPLO) to report concern:
Gemma Whitehouse : 01292 294 623 gemmawhitehouse@bowlsscotland.com

Complete Concern Recording Form (see below).

Child Wellbeing Concern

Child Protection Concern

CPLO liaises with parents/carers.
CPLO considers if information should be shared with School and identifies if any action or support to be put **in** place for the child.

CPLO will contact the police and/or social work.
CPLO records advice given and action taken.
Take steps to ensure child's immediate safety, if required.

Concern monitored and further action taken if identified as appropriate

Follow advice from police/social work as to who informs parents/carers

CONCERN RECORDING FORM

- Complete **Part A** of this form if the concerns relate to the general wellbeing of a child.
- Complete **Parts A and B** if the concerns relate to possible child abuse.

PART A ***WHERE THERE ARE CONCERNS ABOUT GENERAL WELLBEING OF A CHILD***

Where the concern does not involve the possibility of abuse, worries may be discussed with parents/carers. Any significant incidents that cause concern about the wellbeing of a child should be recorded and reported to the Child Protection Lead Officer and parents/carers as soon as possible. Seek advice from the CPLO or the Safeguarding in Sport service (0141 419 1156 or email: safeguardinginsport@children1st.org.uk) if you are not sure what to do if there are concerns about the general wellbeing of a child.

1. Child's Details

Name:	**Date of Birth:**
Address: **Postcode:**	**School:**
Tel No:	
Preferred Language:	**Is an interpreter required?** **YES/ NO**
Any Additional Needs?	

2. Details of situation giving rise to concerns (including date, time, location, nature of concern, who, what, where, when, why)

3. Details of any witnesses/other people involved (including names, addresses and telephone contacts)

4. Details of any injuries (including all injuries sustained, location of injury and action taken.

5. Child's views on situation (if expressed). Where possible, please use the child's own words.

PARTB ***WHERE THERE ARE CONCERNS ABOUT THE CONDUCT OF AN ADULT***

1. Details of person about whom there is a concern

Name:	**Relationship to Child:**
Address: **Postcode:**	**Tel No:**

2. Details of concerns: (date, time, location, nature of concern, who, what, where, when, why, continue on a separate sheet if necessary)

3. Details of any action taken

4. Details of other persons/agencies contacted: (including date, time, name of person contacted and advice received)

10. Have the child's parents/carers informed? YES/NO If yes, record details / If no please state why not:

Part C-YOUR CONTACT INFORMATION

11. Details of Person Recording Concerns

Name:	**Position/Role:**
Address: **Postcode:**	**Tel No:**