

# LEWES RUGBY FOOTBALL CLUB



## Lewes RFC Guidelines for reporting a Child Protection incident

### Listen and Reassure

#### DO:

- Stay calm - do not rush into inappropriate action. React calmly in order to not alarm the young person;
- Reassure the child - that they are not to blame and confirm that you know how difficult it must be to confide;
- Listen sympathetically - to what the child says and show that you take them seriously;
- Keep questions to a minimum - the law is very strict and child abuse cases have been dismissed where the child has been led or words and ideas have been suggested. Only ask questions to clarify;
- Ensure you clearly understand what the child has said - in order that the information can be passed on to the appropriate agencies;
- Consult with the club or CB Welfare Officer as soon as possible - ensuring that you communicate all the information accurately;
- Maintain confidentiality - complete the RFU incident report form (see Club Safeguarding Officer for copies).
- All incidents will be treated with an "open mind" and be handled in a fair and equitable manner. Confidentiality must be maintained until a case is proven; Ensure the safety of the young person - if urgent medical attention is required, then call an ambulance, inform the doctors of the concerns and ensure they are aware that this is a child protection issue.

#### DO NOT:

- Panic - or allow your feelings to be evident;
- Make promises you cannot keep - explain that you will need to tell other people;
- Make the child repeat the story unnecessarily;
- Delay;
- Speculate or make assumptions;
- Approach the alleged abuser;
- Take sole responsibility.

Information passed to external agencies must be as helpful as possible. It will be necessary to make a detailed report at the time of disclosure. The report should contain the following detail: The young person's name, address, date of birth, race, ethnic origin, and any disability they may have;

- Nature of the allegation;
- A description of any injuries/bruising;
- Any observations about the behaviour/emotional state of the young person;
- Times, locations, dates;
- The young person's account in their own words of what has happened;
- Actions that have been taken as a result of your concerns;
- Whether the person writing the report is expressing their own concerns or those of a third party;
- Sign and date;
- Keep a copy;
- Keep a record of the name and designation of any Social Services member of staff or Police Officer to whom concerns were passed.

### **DO NOT UNDERTAKE INVESTIGATION YOURSELF**