

CINDER HILL FLY FISHING

Responding and Reporting a Safeguarding Concern Process and Procedure

If you have a concern, doing NOTHING is not an option. It is not your job to investigate the disclosure, but you do have a responsibility to respond and report appropriately. In the event of a young person or adult at risk putting their trust in you, you need to understand how hard it has been for them to tell and give them confidence that you take it seriously and know what to do next. Concerns raised by a third party also need to be recorded and reported.

Try to:

- Remain Calm
- Listen Carefully and don't interrupt.
- Explain early that you can't keep the details to yourself and that others are there to help. If they are adamant, you will need to discuss it further with the Angling Trust Lead Safeguarding Officer.
- Allow them to continue at their own pace.
- Don't ask leading questions. Tell me, Explain, Demonstrate. (TED)
- Reassure them they are not to blame they have done nothing wrong.
- Try to protect evidence, photos of injuries, clothing, etc.
- Record in writing as soon as possible using their own words on the Angling Trust Reporting form. Make sure you record date, time and as much detail as you can. Keep it locked away.
- Contact The Angling Trust Safeguarding team and send the completed reporting form.

Do Not:

- Panic, show alarm or shock.
- Ask questions that lead. Just questions for clarification.
- Speculate, make assumptions or judgements.
- Make promises or keep secrets.
- Make comments about the abuser.
- Share it with other people other than officers that can know.
- Delay in reporting it.
- Keep it to yourself.

If you are unsure contact a member of Angling Trust Safeguarding team. If you feel that the person is in immediate danger, dial 999.

Angling Trust Safeguarding Officers can make / help inform decisions about suspensions and make full investigations.

Remember it is not your role to investigate whether abuse has taken place or not, but it is your responsibility to report it.

Recognise Respond Record Report

Process for Reporting Concerns for CINDER HILL FLY FISHING



Useful Contacts:

Club Welfare Officers:

KEVIN REEVES Mob. 07789796498 Tel No. 01825 790648 Email: kars2@btinternet.com
 PHIL STEPHENS Mob. 07775 523500 Email: phil@stephenshome.co.uk

Angling Trust Safeguarding Officers:

Lead Safeguarding Officer: Richard.hadley@anglingtrust.net
 Deputy Safeguarding Officer: Darren.birch@anglingtrust.net