

Responding to a safeguarding concern about: **Staff and volunteers**

Are you concerned about the behaviour of a member of staff / volunteer?

Yes

Are you concerned it could be abuse?

No

- Stay calm and reassure the child / young person / adult.
- Keep questions to a minimum – only ask questions to clarify.
- Record all information.
- Don't make promises of confidentiality or outcome.

If the child / young person / adult requires immediate medical attention, call an ambulance and inform the doctor this is a safeguarding concern.

Does the possible abuse concern a Activity Alliance staff member or volunteer?

Make a factual record of the events and any action taken by completing an Activity Alliance incident report form. Forward a copy of the form to the Activity Alliance safeguarding lead, who will take appropriate action.

If you cannot contact the Activity Alliance safeguarding lead, immediately contact social services for the local authority.

The Activity Alliance safeguarding lead will immediately refer concerns to social services or the police.

Is it poor practice or an alleged breach of Activity Alliance code of conduct?

Yes

No

Report concerns to the Activity Alliance safeguarding lead by completing an incident form.

Refer the concern to the Activity Alliance safeguarding lead or person in charge of the session as an internal disciplinary matter.

Possible outcomes:

- Implementation of Activity Alliance disciplinary procedures.
- Recommendation of further training.
- No case to answer.

Or referral to social services or the police.

Possible outcomes:

- Child protection investigation.
- Police enquiry.
- Police or social services inquiry referred back to Activity Alliance.
- Possible civil proceedings.