Responding to Concern Procedure – Flowchart

Guide for staff and volunteers

Concern about a child or young person

Concern the conduct of an adult or a young person

If you have a concern about the **immediate** safety of a child or young person take whatever action is necessary to ensure their safety and phone the police on 999 or 101

Record information about the concern on the Concern Recording Form*

*Do not delay reporting the concern if you cannot easily access the Form

Report the concern to the Club's Child Wellbeing and Protection Officer (CWPO)

Delete or destroy the Concern Recording Form. **Do not keep a copy of the form.**

Continue to offer support to the child or young person as is needed in consultation with the CWPO

Keep the information confidential. Do not share the information with anyone other than the CWPO or statutory agencies e.g. the police or social work