



Child Safeguarding – Responding, Recording and Reporting Procedures

Purpose

This document describes the procedures for reporting a safeguarding incident or reporting concerns about the safety of a child or the behaviour of an adult towards a child. This document does not cover incidents not directly related to safeguarding e.g. accidents – for which separate club procedures should be followed.

Responding to a child disclosing abuse.

If a child tells you directly, or you are told via another person, that they have suffered some form of abuse or harm, this is known as disclosure. You should:

- React calmly and take what they say seriously.
- Speak to them gently giving them time to tell their story and taking any communication needs into account.
- Ask only enough questions to gain essential information. Always use open-ended questions.
- Make it clear to the child you may need to share this information and tell them who you will be sharing it with.

Do not:

- React in a shocked or negative way.
- Make any assumptions.
- Ask leading questions or push the child into explaining or saying things beyond what they want to say.
- Talk of your own experiences or those of others.
- Talk to or approach any person named or make any comments about them.
- Promise any actions other than to discuss with the LSO.
- Promise to keep secrets.

Responding to a concern or incident.

In an emergency, where a child is in immediate danger the Police or other emergency services should be called.

Concerns, which may include inappropriate behaviour by an adult, may be expressed by a child, another adult club member, or a non-member parent, spectator or visitor.

If it is appropriate and safe to do so, speak to the child as above. Be aware however that in many cases a child may be frightened of the consequences of saying anything in which case they should not be approached.

Never approach an alleged perpetrator.

Recording and reporting concerns or incidents

- Write down the details of all conversation/s and concerns raised as soon as possible.
- Record the date, time and location of any conversations and if anyone else was present.
- If a child has disclosed, then try and use the child's own language where possible.
- Record the names of any witnesses and any people named.
- Complete the Child Safeguarding – Child Incident Report Form and send it to the Club Welfare/Safeguarding Officer and/or the National Safeguarding Officer.

Incidents / concerns must be reported confidentially to the LSO as soon as possible, who will normally seek further guidance in the first instance from the National Safeguarding Officer (or in his/her absence, their Federation LSO or the designated member of the Board of Trustees).

Club Safeguarding/Welfare Officers may seek advice from the NSPCC or local statutory agencies, but they should generally refer up to their Federation Safeguarding Officer or the National safeguarding Officer. They should not generally try and manage the situation themselves.

Incidents / concerns about a child that do not involve croquet-related activities may be discussed with the Federation or National Safeguarding Officer and the NSPCC helpline is available for confidential advice with safeguarding situations on 0808 800 5000.

References

[Child Safeguarding Policy](#)
[Child Safeguarding-Guidance](#)
[Child safeguarding-Child Incident Report Form](#)
[Child Safeguarding-Codes of Conduct](#)
[Child Safeguarding-Templates](#)
[Child Safeguarding – Competitions and other events](#)
[Safeguarding Roles and Responsibilities](#)
[Safeguarding requirement for DBS Enhanced Certificate](#)

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