Responding to Concern Flowchart

Concern is raised with a volunteer/staff member

Volunteer/staff member notices something

Information is shared by another person/agency

Is there an immediate risk? Contact police or social work without delay

Contact SOA Club or Lead Welfare Officer to report the concern and complete the incident reporting form. If not available follow guidance on Scottish Orienteering Website https://www.scottish-orienteering.org/safeguarding-protection-welfare/

Club Welfare Officer or Lead Welfare Officer will carry out initial assessment to establish basic facts

Wellbeing Concern

Poor practice by volunteer or staff ?

Club and Lead Welfare Officer & volunteer/staff if appropriate discuss what best course of action might be and who takes forward (eg person with best relationship with person of concern).

Lead Welfare Officer considers if information should be shared with external agencies. Any action should be taken with parents/carers knowledge & consent

Discuss concerns with person of concern and involve parents/carers if appropriate

Agreed support put in place for all involved and concern monitored. Further action taken if identified as appropriate.

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Internal Investigation

Possible outcomes:

No case to answer

Informal discussion

Disciplinary hearing

Longer term—agreement on how person supported to continue in the sport

Protection Concern

Concern involving volunteer or staff ?

Club/Lead Welfare Officer contacts the police and/or social work on the same day. Advice followed.

Steps taken to ensure person of concern's safety eg waiting on police before sending them home

Club and Lead Welfare Officer discuss best course of action and who take forward (eg person with best relationship with person of concern).

Discuss concerns with person of concern and involve parents/carers if appropriate

Agreed support put in place for all involved and concern monitored. Further action taken if identified as appropriate.

Lead Welfare Officer contacts the police and/or social work on the same day. Advice followed.

If Lead Welfare Officer not available the Club Welfare Officer or whoever dealing contacts police/social work direct.

Follow advice from police and/or social work as to who informs parents/careers/volunteer/staff member

Agreed support put in place for all involved and concern monitored. Further action taken if identified as appropriate.

Internal Investigation

Possible outcomes:

No case to answer

Informal discussion

Disciplinary hearing

Longer term—agreement on how person supported to continue in the sport