

Do's and Don'ts for handling a disclosure

Club Officer's role in safeguarding

Once a disclosure has been made, you must refer on to your County Designated Safeguarding Officer (DSO). They will continue to follow the correct procedure and will advise you on what you need to do.

Do

- ✓ Be accessible and receptive
- ✓ Listen carefully
- ✓ Take it seriously
- ✓ Reassure him/her that he/she was right to tell
- ✓ Explain what will happen next
- ✓ Consult immediately with the DSO
- ✓ Make a careful record of what was said using the child's own words.

Don't

- ✗ Let concerns about a child or young person or allegations by a child or young person go unreported, including any made against you or any of your friends
- ✗ Show shock or distaste
- ✗ Make promises you cannot keep or agree to keep any information relating to concerns about a child to yourself
- ✗ Ask leading or intrusive questions
- ✗ Jump to conclusions, especially about the abuser
- ✗ Speculate, investigate or confront the person being accused
- ✗ Stop the child from speaking freely or tell them to stop talking so you can go and get the DSO
- ✗ Minimise or trivialise concerns or their impact upon the victim(s)
- ✗ Discuss the disclosure with people who do not need to know.

Procedure for responding to concerns

RECOGNISE

- Be alert to concerns about welfare, harmful behaviour or potential abuse.
- Anyone who is concerned about the well-being of a child, young person or adult at risk, or becomes aware of concerns through seeing, hearing or receiving a disclosure of abuse or neglect made to them must:

RESPOND

- Stay calm.
- Listen carefully to what the person is telling you. ● Do not interrupt. ● Questions should be kept to a minimum and not be leading. ● Do not promise to keep the information secret.
- Respond positively to anyone sharing a concern about the safety or welfare of a child, young person or adult at risk.
- Reassure the individual that they have done the right thing by telling you.

REPORT/REFER

Is there an immediate risk or danger to the individual or to anybody else?

YES NO

Call emergency services (999)

In all cases report to and seek support from:

- Club/County Designated Safeguarding Officer
- In their absence, inform the Club/County Chairperson or a member of the club officer team/County office staff.

RECORD

- Write an objective account of your concerns immediately using the words of the child. What did you see, hear or what were you told? What did you do? What were your concerns? Who else was aware/present? Include their contact details.
- Records should be securely stored in accordance with data protection legislation by clubs and counties.
- Ensure all documents containing sensitive data sent by email are password protected.
- Ensure that the NFFYC safeguarding team is informed of any statutory agency referrals within 48 hours so that support can be offered.
- Handling a concern/disclosure can be emotionally difficult. If you would like to talk to someone for support, please let NFFYC know so that we can help.

Pocket guide to Safeguarding

For Club Officers



**Fun, Learning
and Achievement**

QUICK REFERENCE LOCAL SAFEGUARDING CONTACTS

Club Safeguarding Officer

[Redacted]

**County Designated Safeguarding
Officer**

[Redacted]

NSPCC 24-hour Safeguarding Line:
0808 800 5000

Local Police: 101

Local Children's Services:

[Redacted]

NFYFC safeguarding contact:

Monday-Friday, 9am-5pm

Tel: 02476 857 200

Email: safeguarding@nfyfc.org.uk