



H&WRFC Guidelines For Reporting A Child Protection Incident

Listen and Reassure

Do:

- Stay calm – do not rush into inappropriate action. React calmly in order not to alarm the young person;
- Reassure the child – that they are not to blame and confirm that you know how difficult it must be to confide;
- Listen sympathetically – to what the child says and show that you take them seriously;
- Keep questions to a minimum – the law is very strict and child abuse cases have been dismissed where the child has been led or words and ideas have been suggested. Only ask questions to clarify.
- Ensure you clearly understand what the child has said – in order that the information can be passed on to the appropriate agencies;
- Consult with the Club or CB Welfare Officer as soon as possible – ensuring that you communicate all the information accurately;
- Maintain confidentiality – complete the RFU Incident Reporting Form (copies available in this file or on the Club website)
- All incidents will be treated with an “open mind” and be handled in a fair and equitable manner. Confidentiality must be maintained until a case is proven;
- Ensure the safety of the young person – if urgent medical attention is required, call an ambulance, inform the doctors of the concerns and ensure they are aware that this is a child protection issue.

Do not:

- Panic – or allow your feelings to be evident;
- Make promises you cannot keep – explain that you will need to tell other people;
- Make the child repeat the story unnecessarily;
- Delay;
- Speculate or make assumptions;
- Approach the alleged abuser;
- Take sole responsibility.

Information passed to external agencies must be as helpful as possible. It will be necessary to make a detailed report at the time of disclosure. The report should contain the following detail:

- The young person's name, address, date of birth, race, ethnic origin and any disability they may have;
- Nature of the allegation;
- A description of any injuries/bruising;
- Any observations about the behaviour/emotional state of the young person;
- Times, locations, dates;
- The young person's account in their own words of what has happened;
- Actions that have been taken as a result of your concerns;
- Whether the person writing the report is expressing their own concerns or those of a third party;
- Sign and date;
- Keep a copy;
- Keep a record of the name and designation of any Social Services member of staff or Police Officer to whom concerns were passed.

DO NOT UNDERTAKE INVESTIGATION YOURSELF

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