

6. Taking Appropriate Action

WE ALL HAVE A RESPONSIBILITY TO TAKE ACTION

If you find yourself in the following situations YOU MUST FOLLOW THE BADMINTON ENGLAND REPORTING PROCEDURES:

- concerned about poor practice in a badminton situation
- concerned about possible abuse within a badminton situation
- a young person (or another party) tells you that they are concerned about the behaviour of another towards them/child or young person in a badminton situation
- you are aware of or are concerned about the possible abuse of a child/young person outside of the badminton situation

Reporting Procedures

As a volunteer, coach, parent or member of Badminton England the following guidelines should be followed where there is a concern relating to the welfare of a young person.

- If the young person is in immediate danger or has been physically injured ensure they are safe and contact police or children's social care (social services)
- If the young person is not in immediate danger but you have concerns either:
 - Discuss the concerns with the relevant welfare officer who will advise on the correct procedure for referring your concern appropriately

OR

- Contact the Badminton England Safeguarding Lead Officer : Tel 01908 268400/safeguarding@BADMINTONEngland.co.uk
- Make a note of what you have seen or heard but do not delay in passing on the information. Complete a Badminton England Incident Record Form (Template 7) as soon as possible.

It is NOT your responsibility to decide if a situation is poor practice, abuse or bullying BUT IT IS YOUR RESPONSIBILITY TO REPORT YOUR CONCERNS TO THE WELFARE OFFICER

Working in an Affiliated Club

- you must report your concerns or any information received to the Club Welfare Officer, who will refer the matter to the Badminton England Lead Child Protection Officer

Working on behalf of the County

- you must inform the County Welfare Officer, who will refer the matter to the Badminton England Safeguarding Lead Officer

Working in a school

- you must inform the designated teacher, who will follow their reporting procedures

Working on a local authority programme

- you must inform the designated person, who will follow their reporting procedures

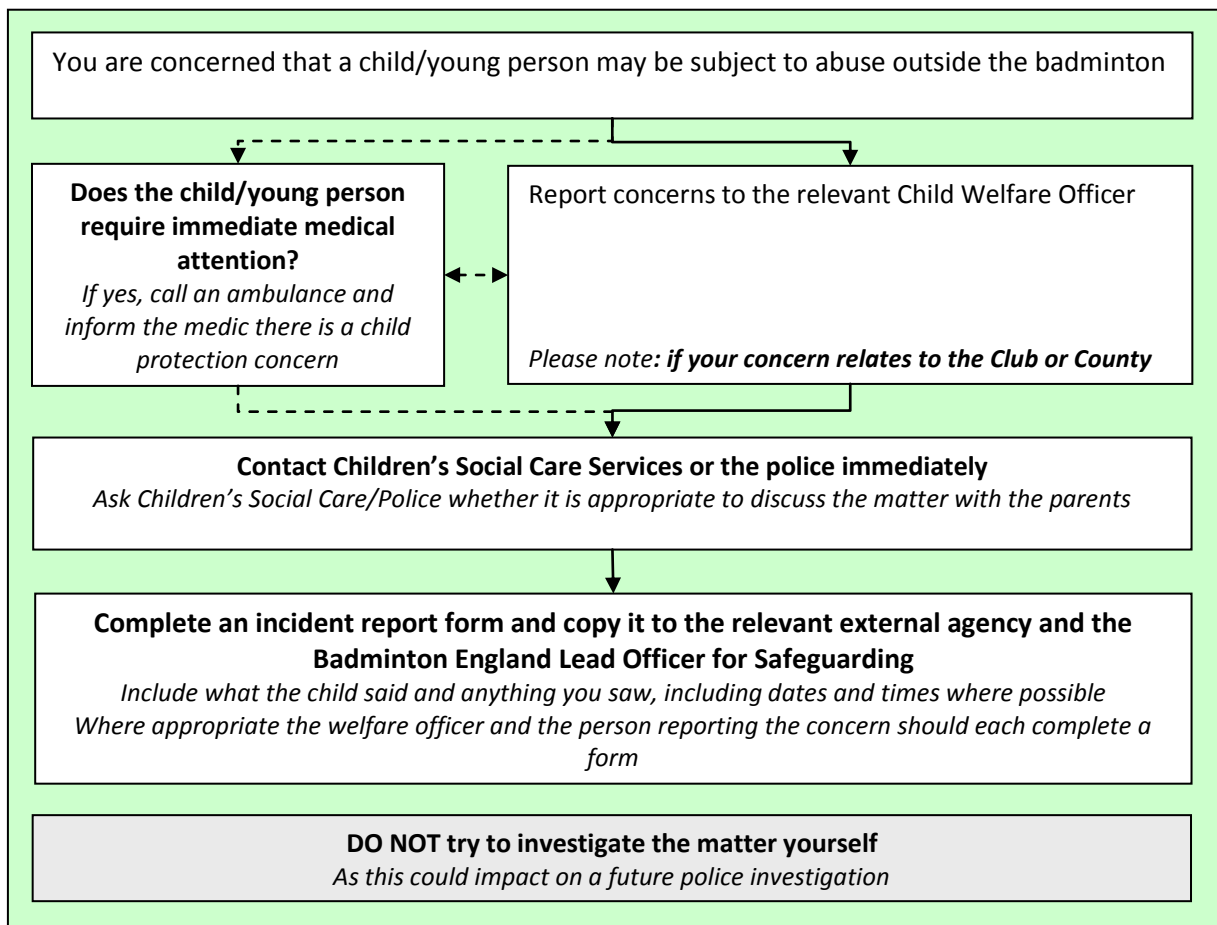
Working in a Local Authority Facility

- you must inform the nominated officer and the Badminton England Lead Child Protection Officer who will follow their reporting procedures

IF YOU DO NOT KNOW WHO TO REFER THE MATTER TO PLEASE CONTACT

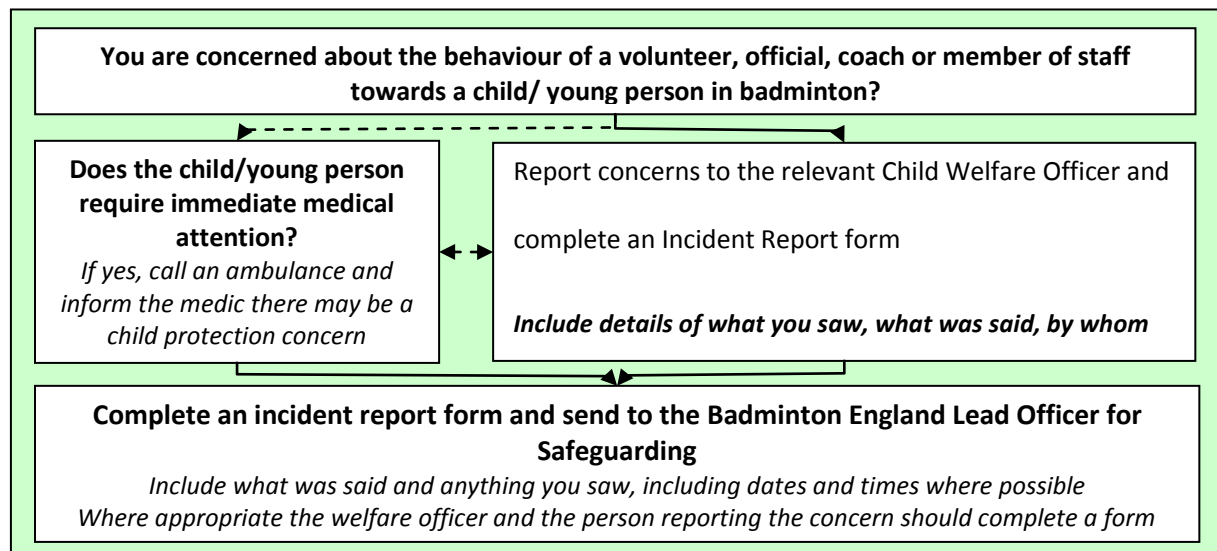
BADMINTON ENGLAND ON 01908268400

REPORTING AND MANAGING POSSIBLE ABUSE OUTSIDE OF BADMINTON

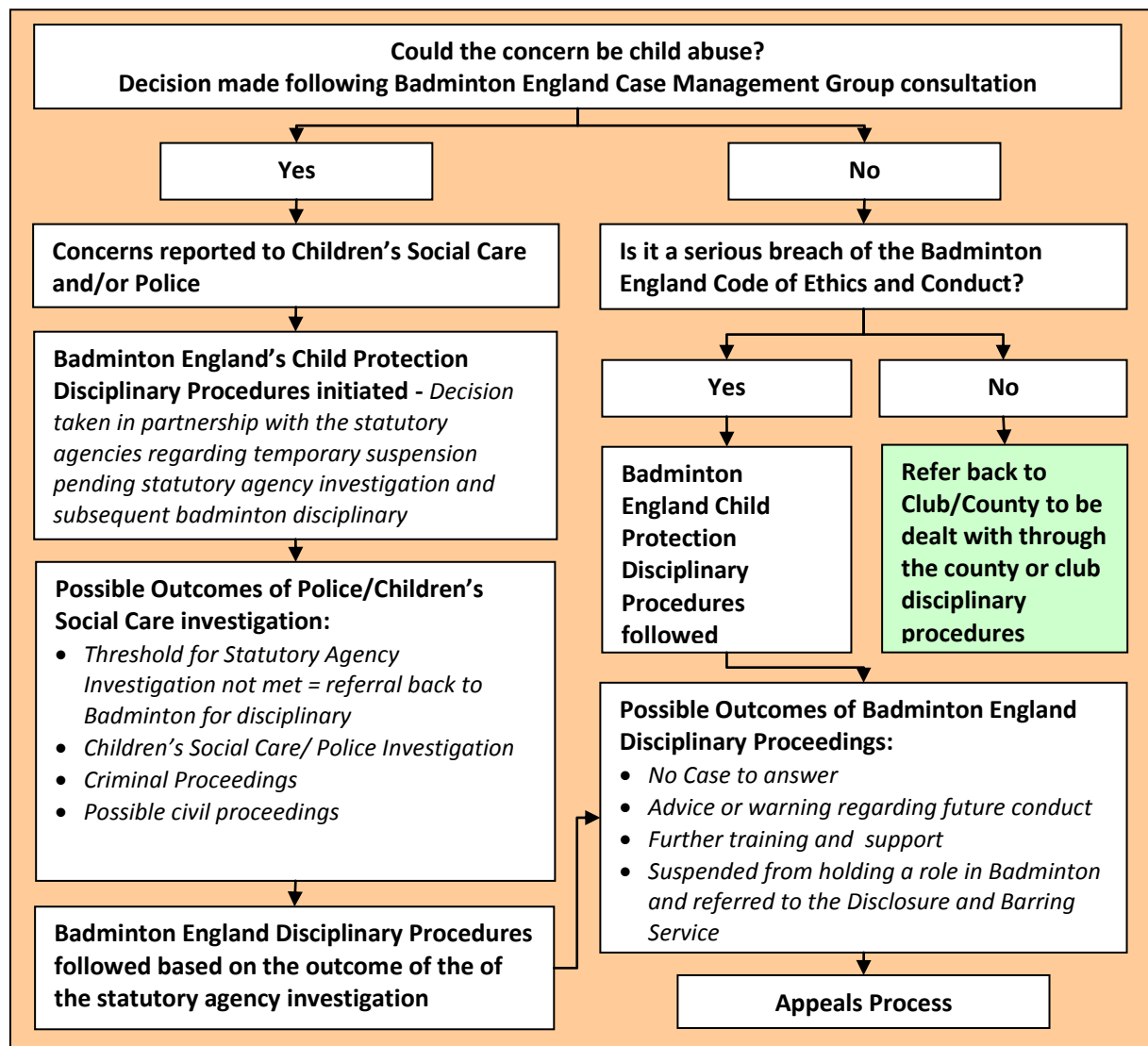


If you do not have a form make contact via email :safeguarding@badmintonengland.co.uk or phone:01908 268400

REPORTING AND MANAGING POOR PRACTICE OR POSSIBLE ABUSE WITHIN BADMINTON



What happens next?



Confidentiality

- Every effort must be made to ensure that confidentiality is maintained when an allegation has been made and is being investigated
- Only tell individuals who need to know and can help to manage the concern

Confidentiality is essential and if maintained will help to ensure:

- the safety of the child involved
- that action is taken to protect the child
- that individuals involved in any complaint are protected from gossip and assumptions
- that the individuals who have a complaint against them receive fair treatment, without prejudice or pre judgment
- that all policies, procedures and systems can work to manage any situation quickly, professionally and effectively

Impact if Confidentiality is breached

If confidentiality is breached the following may happen:

- the child may be put in danger in any of the following ways:
 - by further inappropriate action of any adult involved or
 - by other individuals who hear about any concern through rumours
 - through lack of action
- any investigation by either Badminton England or the statutory agencies may be invalidated by misinformation or rumours
- individuals with a complaint against them may be victim to inappropriate behaviour from club members
- the policies, procedures and systems in place will not support or uphold any complaint or concern

Whistle blowing

(Taken from the Badminton England Safeguarding and Protecting Young People Policy)

- All suspicions and allegations must be taken seriously and appropriately reported. It is recognised that strong emotions can be aroused particularly in cases where any form of abuse or poor practice is suspected or where there is loyalty, sometimes misplaced, to a colleague or someone who is known to you. Individuals may not express concerns because they fear harassment or victimisation. In these circumstances it is important to understand these feelings but not to allow them to interfere with the need to ensure that concerns are reported appropriately. Not acting is not an option.
- Badminton England is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, all members are encouraged to come forward and voice any concerns. It is recognised that certain cases will have to proceed on a confidential basis.
- Badminton England will support any individual who reports any concerns relating to the welfare of a child, poor practice or possible abuse in good faith but who feels unable to communicate those concerns to their Welfare Officer (County or Club) or follow normal procedures for any reason.
- If there is a concern about the welfare of a child, or with regard to the behaviour of an adult towards a young person or young person to young person, it is important that you share your concerns with the Badminton England Lead Child Protection Officer, contact details for whom can be found on the website or at the end of this document.

- All information received will be treated in confidence and only shared on a 'need to know' basis with those individuals who will be able to manage and resolve the situation. On occasion it may be necessary to seek advice, or inform the statutory agencies e.g. The Police or Children's Social Care
- All concerns will be taken seriously and managed accordingly within the Safeguarding and Protecting Young People in Badminton Policies and Procedures.
- Where an individual feels unable to report concerns internally they are encouraged to contact the NSPCC Helpline [0808 800 5000], the Police or Children's Social Care.