



**BADMINTON**  
SCOTLAND

CHILD PROTECTION & WELLBEING  
REPORTING PROCEDURES

## 1. Introduction

- 1.1 This guide is designed to inform you of the most appropriate action in relation to concerns about the welfare of a child, young person or vulnerable adult.
- 1.2 It can be very difficult to know what to do if faced with a concern about a child, especially if the concern involves someone you know. A set procedure ensures that everyone is clear on what action to take in the event of suspected abuse or inappropriate behaviour. It gives Staff, Coaches, Court Officials and volunteers clear, important steps to follow; ensuring action is taken quickly and in the best interests of the child.

## 2. Responding to Concerns About a Child

- 2.1 Badminton Scotland is committed to working in partnership with parents/carers whenever there are concerns about a child. Parents/carers have the primary responsibility for the safety and well-being of their children.
- 2.2 Any significant, untoward or unusual incidents which cause concern about the welfare of a child will be recorded on the **Significant Incident Form** and reported to a Badminton Scotland Child Wellbeing Protection Officer as soon as possible. Parents/carers will also be informed of the circumstances as soon as possible.
- 2.3 Advice can be sought from Badminton Scotland Child Wellbeing Protection Officers if there is any uncertainty about the appropriate course of action where there are concerns about the general welfare of a child.

## 3. What to do if a Child Tells You About Abuse

- 3.1 No member of Badminton Scotland shall investigate allegations of abuse or decide whether or not a child has been abused.
- 3.2 Allegations of abuse must always be taken seriously. False allegations are very rare. If a child says or indicates they are being abused or information is obtained which gives concern that a child is being abused, the information must be responded to on the same day in line with the following procedure.
- 3.3 Respond by:
  - React calmly so as not to frighten the child.
  - Listen to the child and take what they say seriously. Do not show disbelief.
  - Reassure the child they are not to blame and were right to tell someone.
  - Be aware of interpreting what a child says, especially if they have learning or physical disabilities which affect their ability to communicate or English is not their first language.
  - Do not assume that the experience was bad or painful - it may have been neutral or even pleasurable.
  - Avoid projecting your own reactions onto the child.
  - Avoid asking any questions. If necessary only ask enough questions to gain basic information to establish the possibility that abuse may have occurred. Only use open-ended, non-leading questions e.g. who? Where? When?

- Do not introduce personal information from either your own experiences or those of other children.

#### 3.4 Avoid:

- Panicking.
- Showing shock or distaste.
- Probing for more information than is offered.
- Speculating or making assumptions.
- Making negative comments about the person against whom the allegation has been made.
- Approaching the individual against whom the allegation has been made.
- Making promises or agreeing to keep secrets and giving a guarantee of confidentiality.

3.5 A concern or possible abuse of a child may be observed by another child or adult and information can come from an individual or another agency/organisation.

3.6 Where there is uncertainty about what to do with the information, directly from a child's disclosure or from someone else, a Badminton Scotland Child Wellbeing Protection Officer should be consulted for advice on the appropriate course of action.

3.7 If a Badminton Scotland Child Wellbeing Protection Officer is unavailable or an immediate response is required, the police and social work services must be consulted for advice. They have a statutory responsibility for the protection of children and they may already hold other concerning information about the child. Record any advice given.

3.8 Make a written record of the information as soon as possible using the Significant Incident Form completing as much of the form as possible.

3.9 If completing the form electronically, do not save copies to the hard drive, disk or pen drive. Print a copy, sign and date and then delete immediately. Pass the record to social work services or the police and to the Badminton Scotland Child Wellbeing Protection Officer that day.

## 4. **Sharing Concerns with Parents/Carers**

4.1 Where there are concerns that the parents/carers may be responsible for or have knowledge of the abuse, sharing concerns with the parents/carers may place the child at further risk. In such cases advice must always firstly be sought from the police or social work services as to who informs the parents/carers.

## 5. **Responding to Concerns About the Conduct of Staff, Coaches, Officials or Volunteers**

5.1 These procedures aim to ensure that all concerns about the conduct of a member of Staff, Coach, Official or Volunteer are dealt with in a timely, appropriate and proportionate manner. No member of Staff, Coach, Official or Volunteer in receipt of information that causes concern about the conduct of a member of Staff, Coach, Official or Volunteer towards children shall keep that information to himself/herself, or attempt to deal with the matter on their own.

- 5.2 In the event of an investigation into the conduct of a member of Staff, Coach, Official or Volunteer all actions will be informed by the principles of natural justice:
- Employees and volunteers will be made aware of the nature of concern or complaint.
  - Where the concern is about possible child abuse, advice will firstly be taken from the police as to what can be said to the employee or volunteer.
  - An employee or volunteer will be given an opportunity to put forward their case.
  - Badminton Scotland will act in good faith; ensure the matter is dealt with impartially and as quickly as possible in the circumstances.
- 5.3 In all cases where there are concerns about the conduct of a member of Staff, Coach, Official or Volunteer towards children, the welfare of the child will be the paramount consideration.

## 6. Reporting of Concerns

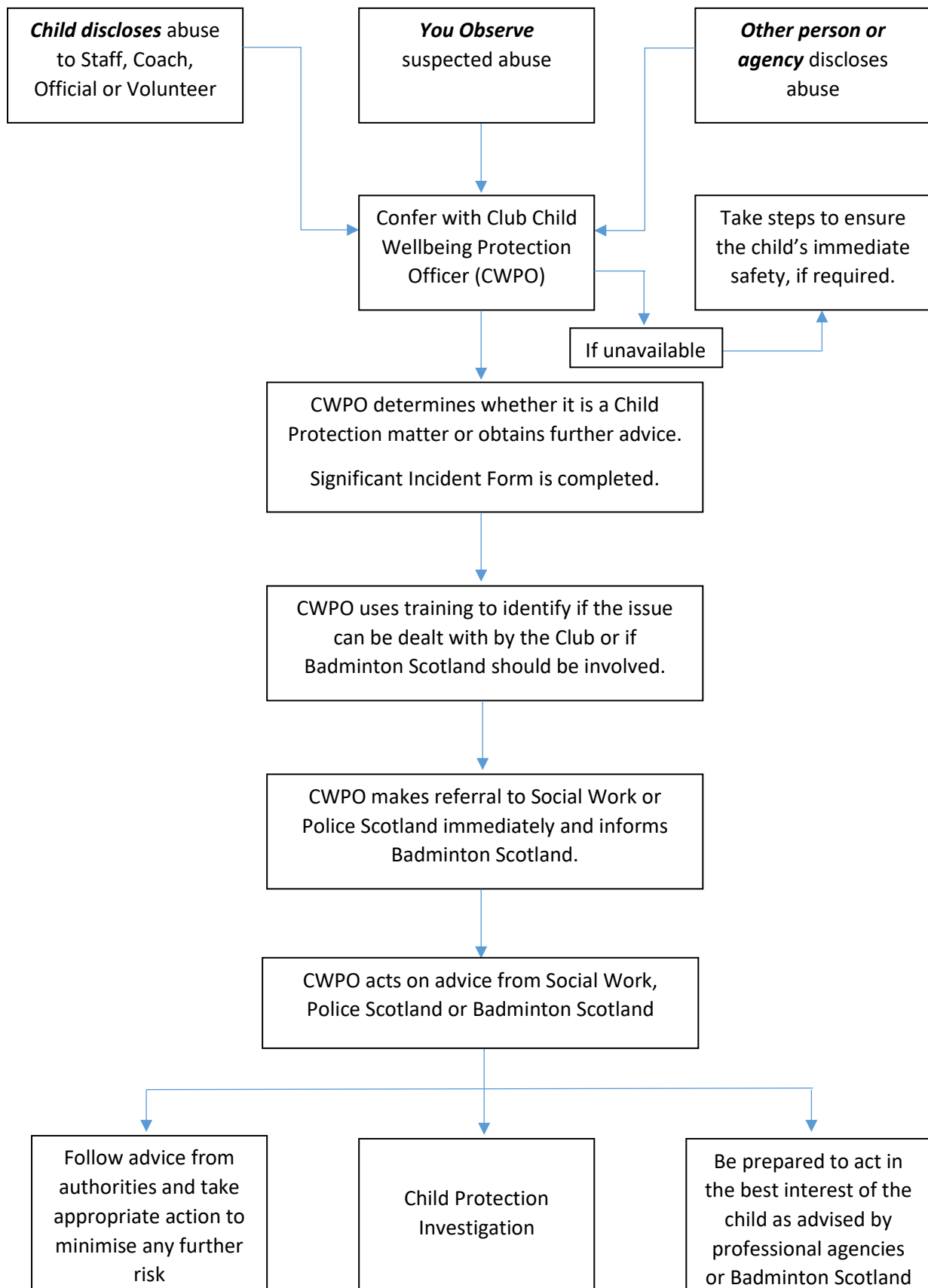
- 6.1 Any concerns for the welfare of a child arising from the conduct of a member of Staff, Coach, Official or Volunteer must be reported to a Badminton Scotland Child Wellbeing Protection Officer on the day the concern arises, as soon as practically possible.
- 6.2 Where the concern is about the Line Manager or a Child Wellbeing Protection Officer it must be reported to the Chief Executive.
- 6.3 Concerns must be recorded using the **Significant Incident Form** (appendix 1) as soon as possible. Reporting the concerns to a Badminton Scotland Child Wellbeing Protection Officer will not be delayed by gathering information to complete the form or until a written record has been made.
- 6.4 All subsequent actions taken and reasons for decisions shall be recorded (in the order in which they happened) on the **Significant Incident Form**. This will be signed and dated by the Badminton Scotland Child Wellbeing Protection Officer or the person appointed to manage the response to the concerns.
- 6.5 Details of the Badminton Scotland Child Wellbeing Protection Officers are:
- Rita Yuan Gao – 07935601743 or [rita@badmintonscotland.org.uk](mailto:rita@badmintonscotland.org.uk)
  - Nicky Waterson – 07398121009 or [nicky@badmintonscotland.org.uk](mailto:nicky@badmintonscotland.org.uk)

## 7. Historical Allegations of Abuse

- 7.1 Allegations of abuse may be made some time after the event e.g. an adult who was abused as a child by someone who was, or is still, currently working with children.
- 7.2 If it is a historical allegation then you should follow the same “Responding to Concerns” procedure. Record the information using the **Significant Incident Form** and signpost the individual to Police Scotland on ‘101’.

## Flow chart – Dealing with Allegations of Abuse

If in any doubt at any stage consult with professionals





## SIGNIFICANT INCIDENT FORM

This form must be completed as soon as possible after receiving information that causes concern about the welfare or protection of a child. The form must be passed to Badminton Scotland as soon as possible after completion; do not delay by attempting to obtain information to complete all sections.

**Complete Part A** of this form if the concerns relate to the general welfare of a child.

**Complete Parts A and B** if the concerns relate to possible child abuse.

### PART A: Where there are concerns about general welfare of a child

#### 1. Child's Details

Name:	Date of Birth:
Address:	Tel. No:
Postcode:	
Preferred Language:	Is an interpreter required?  YES / NO
Any Additional Needs?	

#### 2. Details of Person Recording Concerns

Name:	Position/Role:
Address:	Tel No:
Postcode:	

3. Details of Incident giving rise to Concerns: (including date, time, location, nature of concern, who, what, where, when, why)

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4. Details of any witnesses: (including names, addresses and telephone contacts)

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5. Details of injuries: (including all injuries sustained, location of injury and action taken)

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**PART B: Where there are concerns about possible child abuse**

6. Details of person about whom there is a concern:

Name:	Relationship to Child:
Address:	Tel No:
Postcode:	

7. Details of concerns: (including date, time, location, nature of concern, who, what, where, when, why Continue on a separate sheet if necessary)

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8. Details of any action taken

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9. Details of agencies contacted: (including date, time, name of person contacted and advice received)

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10. Have the child's parents/carers been informed? YES/NO (delete as appropriate).

If yes, record details / If no please state why not:

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11. Child's views on situation (if expressed). Where possible, please use the child's own words.

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Signed:	Date:
Print Name:	Position: