CHILD SAFEGUARDING REPORTING FLOWCHART

1. A CONCERN IS IDENTIFIED

A child or young person under 18 tells you something, you observe something or someone raises a concern. Concerns may arise INSIDE SPORT (at an event, club, surf school or online sporting activity) or OUTSIDE SPORT (at home, school, in the community, in relationships or online). Report either type. This includes suspected abuse or neglect, poor practice, bullying, discrimination, changes in behaviour, mental health or wellbeing concerns.

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2. IS THE CHILD IN IMMEDIATE DANGER OR IN NEED OF URGENT MEDICAL ATTENTION?

YES → Call 999 or seek urgent medical help. Take reasonable steps to keep the child safe. Do not put yourself or others at risk.

NO → Continue to Step 3. If you are unsure, seek urgent advice.

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3. LISTEN, REASSURE AND REPORT

Listen calmly and take the child seriously. Reassure them they have done the right thing. Do not promise confidentiality, ask leading questions, investigate or confront the person involved. Explain that you need to share the concern with people who can help.

Report ALL concerns, whether inside or outside sport, as soon as possible to the Surfing England Safeguarding Lead or Deputy Safeguarding Lead. If first raised with a club welfare officer, coach, event organiser or another person, they must pass it directly to the SE Safeguarding Lead / Deputy.

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4. RECORD AND PASS ON THE INFORMATION

Complete the Surfing England Safeguarding Concern Form as soon as possible. Record what you saw or heard, the child's own words where possible, dates, times, people involved, actions taken and whether information is first-hand or reported by someone else. Send it securely and only share it with those who need to know.

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5. THE SAFEGUARDING LEAD / DEPUTY ASSESSES AND DECIDES NEXT STEPS

Consider the child's immediate safety, wishes and support needs, whether the concern arose inside or outside sport, and whether advice or an external referral is needed. Concerns outside sport may require referral to children's social care, police or relevant support services. Do not delay an external referral where a child may be at risk of significant harm or a crime may have been committed.

6. WHAT TYPE OF CONCERN IS IT?

A. POSSIBLE ABUSE, NEGLECT, SIGNIFICANT HARM OR CRIMINAL OFFENCE	B. POOR PRACTICE, LOWER-LEVEL CONCERN, BULLYING OR WELLBEING CONCERN
The Safeguarding Lead / Deputy makes an appropriate referral to children's social care and/or police. If an allegation concerns someone who works or volunteers with children, contact the Local Authority Designated Officer (LADO) in line with local procedures. Follow statutory agency advice. Do not investigate internally or delay referral while waiting for internal approval.	The Safeguarding Lead / Deputy decides proportionate action. This may include support for the child, addressing poor practice, club or SE procedures, a behaviour or disciplinary response, advice from specialist services, or referral to another agency. Take mental health and wellbeing concerns seriously and arrange appropriate support. Escalate if risk increases.
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EXTERNAL SUPPORT AND ADVICE Where appropriate, contact children's social care, police, LADO, health or specialist support services. For immediate danger call 999. For non-emergency police contact use 101.	**SUPPORT AND MONITORING** Agree who will support the child and family where appropriate, what needs to change to keep the child safe, who is responsible and when the situation will be reviewed.

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7. RECORD, FOLLOW UP AND REVIEW

The Safeguarding Lead / Deputy records the decision, rationale, advice, referrals, actions, responsible people and review dates. Keep information securely and share only on a need-to-know basis. Check that agreed actions have happened and that the child's safety and wellbeing continue to be considered. If concerns continue or increase, reassess and escalate.

IF THE CONCERN IS ABOUT THE SURFING ENGLAND SAFEGUARDING LEAD OR DEPUTY: Report directly to the CEO or designated senior contact. If a child may be at risk of harm, contact children's social care or police directly. If the concern is about the CEO, use the alternative senior / board-level reporting route in Surfing England's safeguarding procedures.