



SportCheer Wales

Safeguarding Procedures

January 2025

Safeguarding Procedures

Introduction

SportCheer Wales is committed to providing a safe environment for everyone to participate in our organisation and its activities. These procedures must be followed in any circumstances where an adult or child is at risk of harm.

The procedure should be implemented with reference to SportCheer Wales Safeguarding Policies and supporting information.

The All Wales Safeguarding procedures guides safeguarding practice for all those involved in the sport. They apply to all practitioners, managers and volunteers working with children and adults in cheerleading in Wales, whether in paid or unpaid work.

The procedures are not designed to be printed they are digital only. All coaches and volunteers working with children and adults are urged to download the App, if not done so already. The Wales Safeguarding Procedures App is available for download now via the Apple App Store and Google Play Store. They can also be viewed in English at www.safeguarding.wales and in Welsh at www.diogelu.cymru.

A desktop version is now available at: www.myguideapps.com

This procedure details the steps to be taken in responding to any concern that an adult or child involved in SportCheer Wales, or its activities, is at risk of or is experiencing harm.

The procedures have two main sections:

Section 1: Reporting concerns- For everyone

Section 2: What happens next – Safeguarding Lead omcer and organizational response

The information is presented in flow charts with accompanying text. Please refer to both as the text contains more detail.

Reporting concerns

Reporting Concerns About Yourself

If you are experiencing harm within SportCheer Wales contact Safeguarding Lead

Molly Rowlands – info@scwales.org

If you are in immediate danger or need immediate medical assistance contact the emergency services 999.

Please contact the Safeguarding Lead Molly Rowlands. If you would prefer please contact another member of staff who will help you raise the issue to the Safeguarding Lead.

If the Lead Safeguarding or Welfare Officer is implicated or you think has a conflict of interest then report to the SportCheer Wales Deputy Chair Sabrina Steele - Mountjoy 07815971282

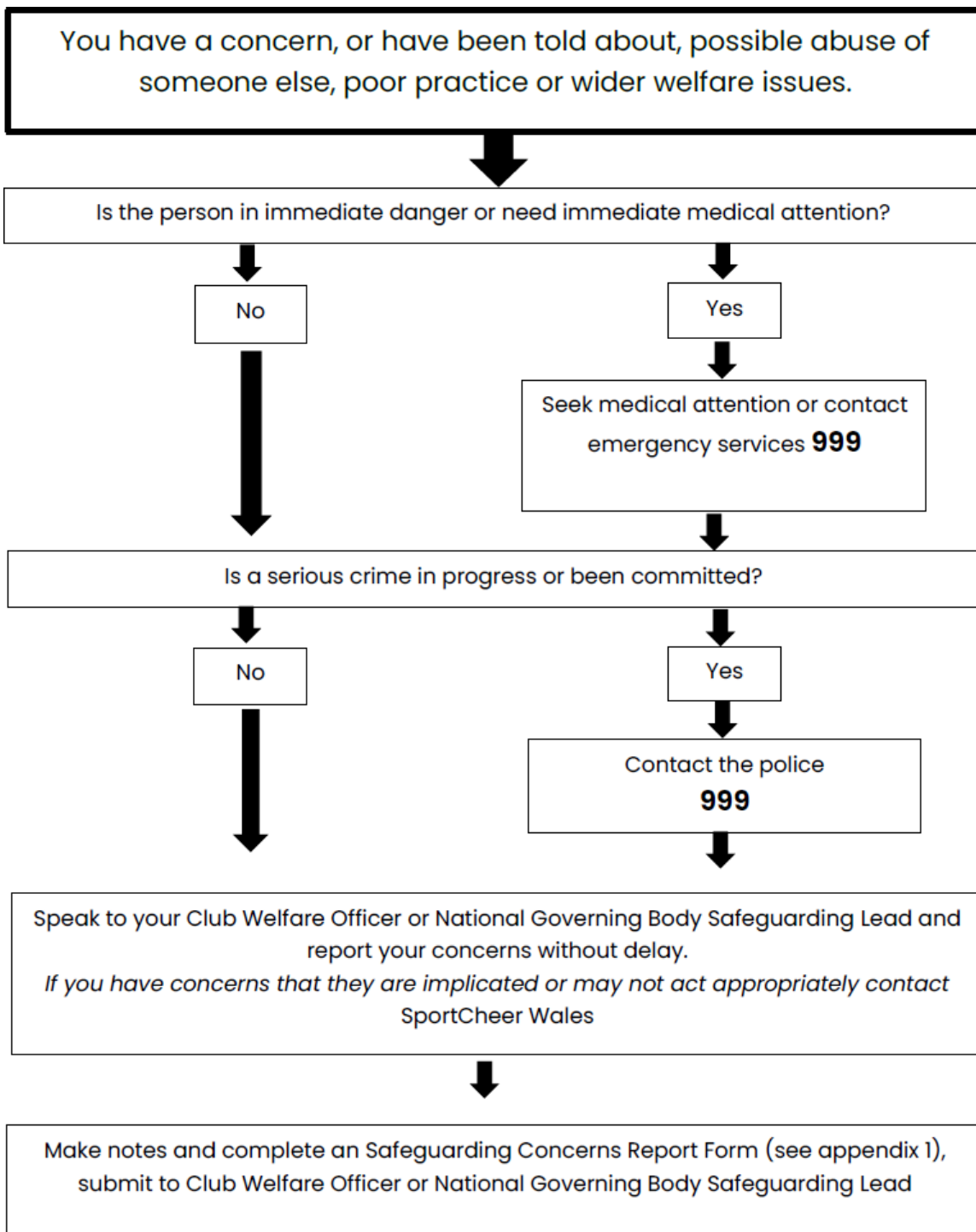
You can also contact the Police, Social Services, your doctor or other organisations that can provide information and give help and support (see Appendix 2 Other source of support)

SportCheer Wales will follow the procedure in this document. If you do not think your concerns are being addressed in the way that they should be please contact the Chief executive or a member of the SportCheer Wales Board

At all stages you are welcome to have someone who you trust support you and help you to explain what happened and what you want to happen.

It is of utmost importance to SportCheer Wales that you can take part in our activities safely and we will take every step to support you to do that.

Reporting concerns about others



Reporting Concerns About Others

You may be concerned about harm to another person because of something you have seen or heard, information you have been told by others or because someone has confided in you about things that are happening or have happened to them.

You should not keep safeguarding concerns to yourself. If you have concerns and/ or you are told about possible or alleged abuse, poor practice or wider welfare issues you must contact

the SportCheer Wales Safeguarding Lead as soon as you can – info@scwales.org.

If the Lead Safeguarding or Welfare Omcer is implicated or you think has a conflict of interest then report to the SportCheer Wales Deputy Chair Sabrina Steele Mountjoy - 07815971282

If you are concerned about harm being caused to **someone else** please follow the guidance below.

· It is not your responsibility to prove or decide whether an adult has been harmed or abused. It is however, everyone's responsibility to respond to and report concerns they have.

· If someone has a need for **immediate medical attention** call an ambulance on 999.

· If you are concerned someone is in **immediate danger** or a **serious crime** is being committed contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.

· Remember to be **person centred/make safeguarding personal** , If possible, and if it will not put them or you at further risk, discuss your safeguarding concerns with an adult and ask them what they would like to happen next, if the concern is around a child, it is not appropriate to discuss concerns with them. Inform the adult that you have to pass on your concerns to your safeguarding lead or welfare omcer. **Do not** contact the adult before talking to your welfare omcer/ safeguarding lead if the person allegedly causing the harm is likely to find out.

Remember not confront the person thought to be causing the harm.

Record Keeping

Complete a Safeguarding report form (see appendix 1) and submit to the SportCheer Wales Lead Safeguarding or Welfare Omcer without delay.

Describe the circumstances in which the concern came about and what action you took/ advice you gave.

It is important to distinguish between things that are facts, things that have been observed or over-heard and opinions, in order to ensure that information is as accurate as possible.

If someone has told you about the harm or abuse, use the words the person themselves used. If someone has written to you (including by email, message) include a copy with the form.

Be mindful of the need to be confidential at all times.

This information must only be shared with your Lead Safeguarding or Welfare Officer and others that have a need to know –e.g. to keep the person safe whilst waiting for action to be taken.

Safeguarding Lead Officer and Organisational Response

Once a concern has been passed to the SportCheer Wales safeguarding lead, they will coordinate the SportCheer Wales Safeguarding Procedure (see Flowchart 2 below). The safeguarding lead will keep clear records of decision making, actions taken and the outcomes achieved. They will also collect feedback from the adult. The safeguarding lead, where appropriate, in consultation with the Case Management Group, will take the following actions:

Immediate response

1. Ensure any immediate actions necessary to safeguard anyone at risk have been taken. If the risk is said to be due to the behaviour of an employee or other person involved in the organisation/activities use the relevant procedures (e.g. breach of code of conduct, breach of contract, disciplinary or grievance procedures) to prevent that person making contact with the adult or child being harmed.
2. If you have been sent a safeguarding report form check that you can understand what is written and that all the necessary parts have been completed. If you are being contacted directly by a member of staff or a volunteer request that they complete a Safeguarding report form if they have not already done so (see appendix 1) as soon as possible. If the report is being made by the adult themselves or a member of the public fill in the safeguarding report form yourself gaining the details with the person contacting you.
3. Inform, reassure and advise the person making the report e.g. what to do/what not to do. Explain what will happen next. Reinforce the need for confidentiality.
4. **If it is a report concerning and adult**, consider what is known about the situation, what the risks are, what is known of the views of the adult, whether they have given their consent to the report being made and whether they might be considered to be an 'adult at risk'. Find out whether the person making the report believes the adult has the mental capacity to make decisions about what safeguarding actions they want to be taken (they are not expected to assess this, only provide their opinion). Decide if you need to contact the adult to get more information, determine their wishes, or explain what actions you need to take.
5. **If it is a report concerning and adult**, ensure that the athlete has been given information about the process and what will happen next. Ensure that they have been provided with information about other organisations that can support them (see appendix 2) **ONLY** do this if you have a known safe way of contacting them.