

AFC Oldham (2005)
Safeguarding Procedure

CONCERN, DISCLOSURE OR SUSPICION

You discover or suspect child abuse (physical, emotional, sexual abuse or neglect) or have concerns about the conduct of a member of staff...

If in doubt ACT and refer to the Club's Welfare Officer (CWO)

Do not attempt to investigate at this stage.

CONFIDENTIALITY AND MEDIA INTEREST

All matters should remain confidential.

Any possible press or media involvement should be discussed with the Committee of AFC Oldham.

ALLEGATION AGAINST A CLUB OFFICIAL

- If there is an allegation that relates to the conduct of a club official, volunteer or other adult connected with AFC Oldham, the matter should be referred by the CWO, County Welfare Officer or the Local Area Designated Officer (LADO).
- If there is an allegation that relates to the conduct of the CWO or Country Welfare Officer contact the LADO directly.

REFERRAL TO THE NAMED PERSON

- Inform the Club Welfare Officer (CWO)
- All parties should keep notes of key dates and times
- The CWO should make the initial appropriate contacts.

INVESTIGATION & ACTION

- The CWO should consider whether suspension is necessary after discussion with a the Chairman and one other Executive Committee member.
- Follow advice from the County Welfare Officer and/or LADO and attend a Strategy Meeting if required.
- Provide support the member of staff facing the allegation.
- If appropriate the matter should be fully investigated and referred for a criminal investigation.

CHILD PROTECTION REFERRAL

- Where it is clear that a referral is necessary then the matter should be reported to Children's Social Care without delay.
- Out of hours' referral should be made to the duty team.
- Take advice from Children's Social care and agree the next steps.
- Inform parents if appropriate and safe to do so.

**USEFUL TELEPHONE NUMBERS
(Oldham)**

Children's Social Care – 0161 770 3790
Local Area Designated Officer: Collette Morris – 0161 770 8870