



Reporting a Safeguarding Concern

1. About children and young people arising outside of the Foundation (e.g., at home, school or in the community)

Foundation staff or unpaid worker made aware of concerns about a child's welfare or safety. This could be through a verbal disclosure or observation.

(e.g., suspicions of bullying at school, allegations of abuse within the family, consistently inappropriate clothing for the weather).



If the child needs immediate medical attention or first aid, arrange this and let the medic know there may be a safeguarding concern or allegation.



If there are concerns around the participant's immediate safety (or that of other participants) call the police.



Member of Foundation staff uploads the disclosure or concern to the Swans Foundation MyConcern system as soon as possible and contacts the Safeguarding Manager to report the incident.

If it is an unpaid worker receiving the disclosure, they must contact the lead member of staff on site to upload to MyConcern and report to Safeguarding Manager.



Safeguarding Manager makes decision on immediate referral to Children's Social Care or police. Any conversations and actions taken to be recorded on MyConcern.



Swans Foundation Safeguarding Manager to contact Swansea City AFC Head of Safeguarding to verbally inform them of the concern.

Safeguarding Manager: Graham Smith

Safeguarding Manager contact: 07469 158112 graham@swansfoundation.org.uk



2. Allegation about the behaviour of a Foundation employee or volunteer towards a child (poor practice and/or abuse).

Concerns arise about the behaviour of a member of Foundation staff or unpaid worker towards a child/children (e.g. suspicions or allegations of poor practice or possible abuse).

Individual who has concerns about the conduct of staff member or unpaid worker reports to the lead member of staff on site and uploads to the Swans Foundation MyConcern system as soon as possible.
If the concerns relate to the lead member of staff, they must telephone the Safeguarding Manager as soon as possible and uploads to the Swans Foundation MyConcern system.

Safeguarding Manager, in consultation with Children’s Social Care, police or LADO (Local Authority Designated Officer), decides what further action should be taken.

Poor Practice/ Breach of Code of Conduct

Possible child abuse/ Criminal Offence

Concern dealt with as a misconduct issue using Foundation’s disciplinary procedures.

Based on guidance from statutory agencies (Children’s Social Care, police), Safeguarding Manager consults with HR regarding potential disciplinary procedures. Immediate temporary suspension (without prejudice). Notification of other appropriate partners and organisations.

Safeguarding Manager refers to Children’s Social Care and/ or police and LADO.

Foundation Safeguarding Manager to notify Club Head of Safeguarding if member of staff also works for the club

Safeguarding Manager notifies Club Head of Safeguarding and keeps informed as process progresses.

Disciplinary investigation undertaken and hearing held

Disciplinary process initiated. Investigation may be paused or delayed pending the outcome of statutory agencies processes.

Children’s Social Care and/or police hold strategy meeting (this may involve representation from the Foundation) and agree investigation process.

Outcome of disciplinary process (e.g., no case to answer, advice or warning, sanctions. Referral to DBS if appropriate

Fully disciplinary investigation under-taken and hearing held. Decision taken and possible appeal.

Outcome of Children’s Social Care or police investigation. (e.g., NFA, criminal prosecution. assessment of risk etc.)

Disciplinary appeals process

Safeguarding Manager: Graham Smith

Safeguarding Manager contact: 07469 158112 graham@swansfoundation.org.uk



3. Allegation reported about the behaviour of a staff member or unpaid worker from a partner organisation

Concerns arise about the behaviour of a member of staff or unpaid worker from partner organisation towards a child/children (e.g. suspicions or allegations of poor practice or possible abuse)



Individual who has concerns about the conduct of staff member or unpaid worker reports to the lead member of staff on site and uploads to the Swans Foundation MyConcern system as soon as possible.



Safeguarding Manager, in consultation with Children’s Social Care, police or LADO (Local Authority Designated Officer), decides what further action should be taken.



Poor Practice/ Breach of Code of Conduct



Inform subject of concerns of intention to pass information to employing organisation’s Safeguarding Lead. This will be in line with Foundation safeguarding policy and any Service Level Agreements or information-sharing agreements with partner organisation



If subject of concern also engages with Swansea City AFC, inform their Head of Safeguarding and keep informed throughout process.



Safeguarding Manager contacts Safeguarding Lead in employing organisation and passes on concern. Record actions and plans agreed on Foundation MyConcern system. Inform subject of concern.



Possible child abuse/ Criminal Offence



If matter appears urgent and indicates a high level of risk to child/children, either contact Children’s Care Services or Police directly. Inform the Safeguarding Lead in the employing organisation of this decision.



Safeguarding Manager advises Swansea City AFC Head of Safeguarding of situation and keeps informed throughout process.



Safeguarding Manager records actions and plans agreed on Foundation MyConcern system.

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