

## 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



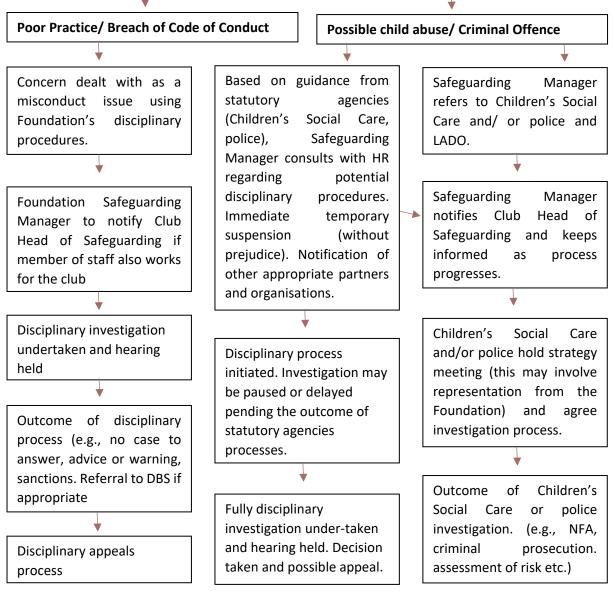
2. Allegation about the behaviour of a Foundation employee or volunteer towards a child (poor practice and/or abuse).

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.



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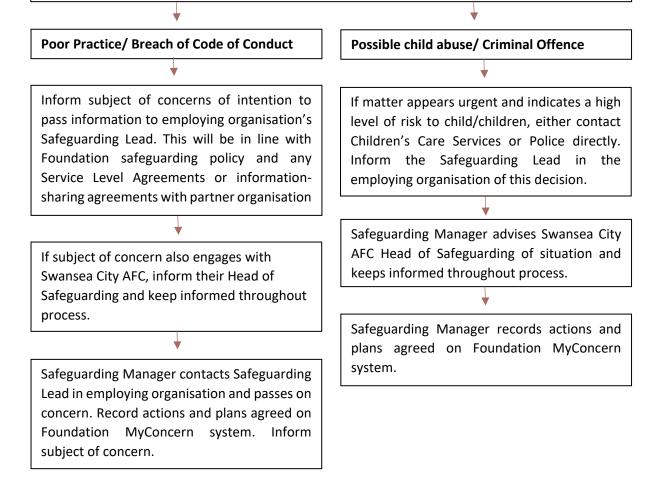


## 3. Allegation reported about the behaviour of a staff member or unpaid worker from a partner organisation

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.



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