



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 a volunteer 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 and / or police. Any conversations and actions taken to be recorded on MyConcern.

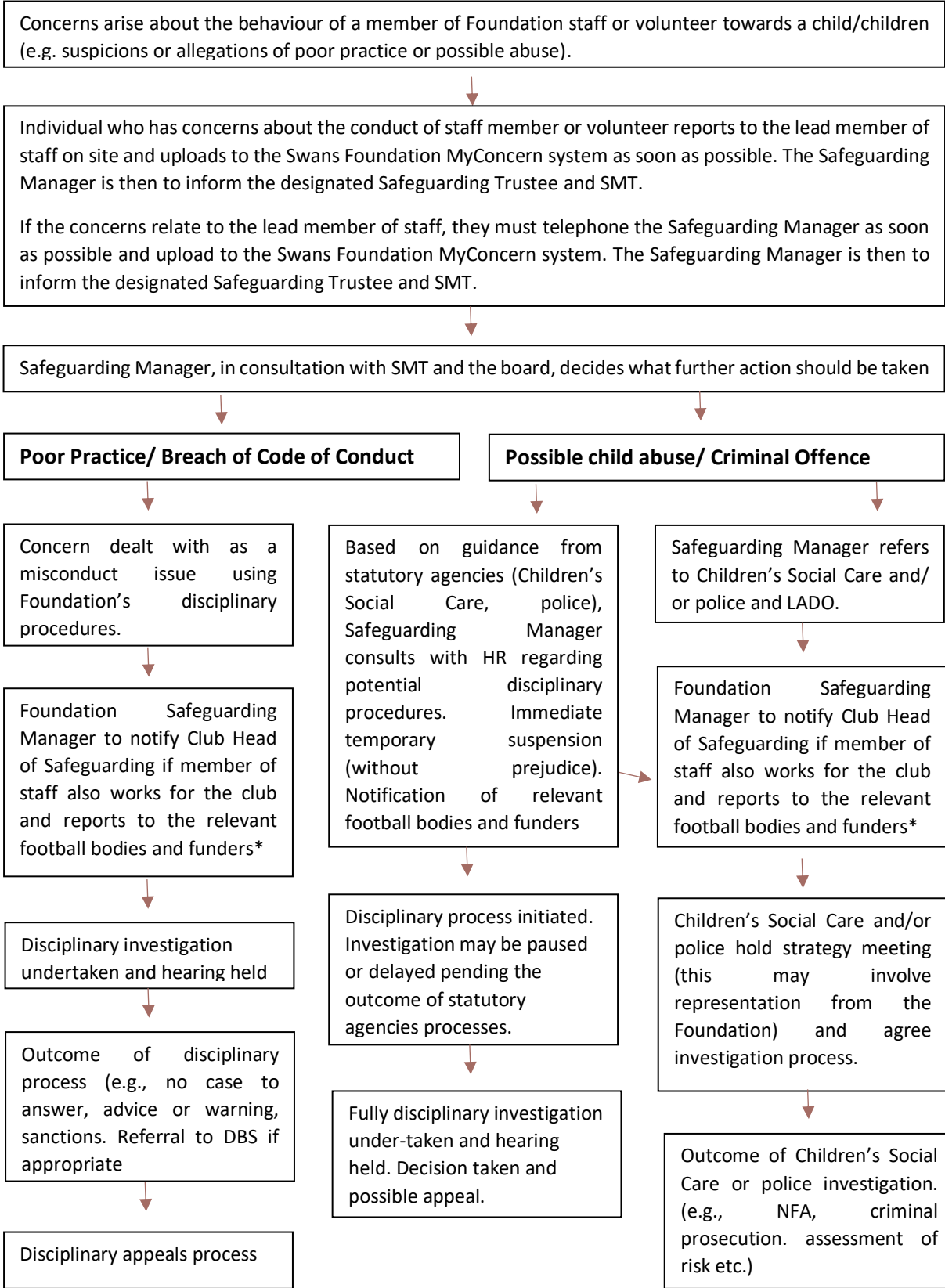
Safeguarding Manager makes decision on immediate escalation to SMT and/or the designated trustee. Any conversations and actions taken to be recorded on MyConcern.

Safeguarding Manager makes decision on immediate referral to the relevant football bodies and funders*. Any conversations and actions taken to be recorded on MyConcern.

*Relevant football bodies and funders includes, but is not limited to; The Football Association, the Football Association of Wales, the Premier League Charitable Fund and the English Football League Trust



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



*Relevant football bodies and funders includes, but is not limited to; The Football Association, the Football Association of Wales, the Premier League Charitable Fund and the English Football League Trust



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 volunteer 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 volunteer reports to the lead member of staff on site and uploads to the Swans Foundation MyConcern system as soon as possible. The Safeguarding Manager is then to inform the designated Safeguarding Trustee and SMT.



Safeguarding Manager, in consultation with SMT and the board, decides what further action should be taken



Poor Practice/ Breach of Code of Conduct

Possible child abuse/ Criminal Offence



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 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.



If subject of concern also engages with Swansea City AFC, inform their Head of Safeguarding and keep informed throughout process. Safeguarding Manager also reports to the relevant football bodies and funders*

Safeguarding Manager advises Swansea City AFC Head of Safeguarding of situation and keeps informed throughout process. Safeguarding Manager also reports to the relevant football bodies and funders*



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.

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

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