



**WORCESTERSHIRE YOUTH SAILING ASSOCIATION**

# **Safeguarding Procedures At Aztec Upton Warren**

## **Safeguarding Contact Details**

### **Welfare Officer for Safeguarding**

Name: Alastair Hodgson  
Contact Number: 01527 861 426

### **Deputy Welfare Officers for Safeguarding**

Name: Lisa Peaty  
Contact Number: 07510 279 711

Name: Vivien Brookes  
Contact Number: 07880 944 170

If the WYSA Welfare Officer for Safeguarding is not available, all reports or concerns should be passed to either of the WYSA Deputy Welfare Officers for Safeguarding.

## **RESPONDING TO SAFEGUARDING CONCERNS**

- 1. If you have reason to believe that a child or young person is at IMMEDIATE risk of harm, contact the Police on 999, or the relevant Social Care Access Centre on the numbers below.**
- 2. If you have concerns about a child or young person,** and feel that they may be in need of protection of safeguarding, in the first instance speak to the Welfare Officer for Safeguarding, who may then contact the Children's Social Care Access Centre. If the Welfare Officer for Safeguarding is unavailable, speak to either of the Deputy Welfare Officers for Safeguarding. Alternatively, telephone number for the Children's Social Care Access Centre is:  
01905 822 666  
(Monday to Thursday 8.30am - 5.00pm and Friday 9.00am to 4.30pm).  
Emergency Duty Team - 01905 768 020  
(5.00pm - 8.00am weekdays and all day at weekends and bank holidays)
- 3. When a volunteer or another adult has behaved in a way that has harmed, or may have harmed, a child or young person, this must be taken seriously and dealt with sensitively and promptly.** In the first instance speak to the WYSA Welfare Officer for Safeguarding, who may then contact the Local Authority Designated Officer (LADO) whose responsibilities include the management and oversight of individual cases. If the Welfare Officer for Safeguarding is unavailable, speak to either of the Deputy Welfare Officers for Safeguarding.

The LADO for Worcestershire is available during office hours for advice. If the WYSA Welfare Officer for Safeguarding is unavailable the telephone number for the LADO is:

01905 846221 (9am to 5pm, weekdays only)

**If you contact any of the above numbers regarding a concern, you must inform the WYSA Welfare Officer for Safeguarding within 24 hours**

# RESPONDING TO SAFEGUARDING CONCERNS

## STAGE 1

A volunteer or another adult has a concern about the welfare of a child / young person or the behaviour of an adult towards a child / young person.

The person who has the concern has a duty to:

### RECORD AND REPORT

A written record must be made of the concern, using the Aztec Upton Warren Accident Book or the WYSA Report of Concern about a Child or Young Person Form. The concern should be reported to the WYSA Welfare Officer for Safeguarding within 24 hours.

The accident book and forms are located in the Aztec Upton Warren Staff Room.



## STAGE 2

The WYSA Welfare Officer for Safeguarding receives the WYSA Report of Concern about a Child or Young Person from a volunteer and has a duty to:

### REVIEW AND REFER

The WYSA Welfare Officer for Safeguarding will review the report, together with any other relevant information, and a decision will be taken, often in liaison with others, as to what action should follow, making a referral to Social Care if considered necessary.



## STAGE 3

After the decision has been made as to what action should be taken, the WYSA Welfare Officer for Safeguarding may have a duty to:

### SUPPORT AND REPORT

Support should be offered to all parties affected by any safeguarding concerns, and where formal referrals are made, reports may need to be made to the Independent Safeguarding Authority.

# RECORDING AND REPORTING SAFEGUARDING CONCERNS

Using the WYSA Report of Concern for a Child or Young Person Form, a good written record of a safeguarding incident should:

- Be hand written as soon as possible after the event.
- Be legible and state the facts accurately; when hand written notes are typed up later the original hand-written notes should be retained.
- Include the child / young person /adult's name, address, date of birth (or age if the date of birth is not known).
- Include the nature of the concerns / allegation / disclosure.
- Include a description of any bruising or other injuries that may have been noticed.
- Include an exact record of what the child /young person / adult has said using the child / young person / adult's words.
- Include what was said by the person to whom the concerns were reported.
- Include any action taken as a result of the concerns.
- Be signed and dated.
- Be kept secure and confidential and made available only to the WYSA Welfare Officer for Safeguarding, as far as this is consistent with the welfare of the child / young person / adult concerned and representatives of the professional agencies (eg police or social care).

**If a report is made to the police or social care in an emergency, ensure that the WYSA Welfare Officer for Safeguarding is informed within 24 hours, or one of the deputies if the Welfare Officer is not available.**

If concerns arise in the context of a WYSA activity, the volunteer who has the concern may in the first instance wish to talk through their concern with the group leader. However, such conversations should not delay a report being made to the WYSA Welfare Officer for Safeguarding.

The duty remains with the volunteer to record and report their concerns to the WYSA Welfare Officer for Safeguarding.

If a concern is brought to the attention of a group leader by one of the volunteers, the group leader should remind the volunteer of their duty to record and report, and will also themselves have a duty to report the concern to the Designated Person for Safeguarding.