

# SAFEGUARDING PROCEDURE

## OUR SAFEGUARDING OFFICERS

We have a dedicated Lead Safeguarding Officer at BWB to help respond to safeguarding concerns which arise. Our Lead Safeguarding Officer's contact details are:

**Name:** Samantha Lue  
**Email:** [safeguarding@britishwheelchairbasketball.co.uk](mailto:safeguarding@britishwheelchairbasketball.co.uk)  
**Phone number:** 01509 279900

If you have a Safeguarding concern you can also contact:

**Name:** Jo Richards  
**Role:** Senior Safeguarding Lead/Development Director  
**Email:** [safeguarding@britishwheelchairbasketball.co.uk](mailto:safeguarding@britishwheelchairbasketball.co.uk)  
**Phone number:** 01509 279900

**Name:** Jay Popat  
**Role:** Deputy Safeguarding Officer/Engagement Manager  
**Email:** [safeguarding@britishwheelchairbasketball.co.uk](mailto:safeguarding@britishwheelchairbasketball.co.uk)  
**Phone number:** 01509 279900

**Name:** Simon Fisher  
**Role:** Deputy Safeguarding Officer/Academy Lead  
**Email:** [safeguarding@britishwheelchairbasketball.co.uk](mailto:safeguarding@britishwheelchairbasketball.co.uk)  
**Phone number:** 0114 2448040

Safeguarding concerns can be disclosed to any member of BWB staff.

## SAFEGUARDING PROCEDURES

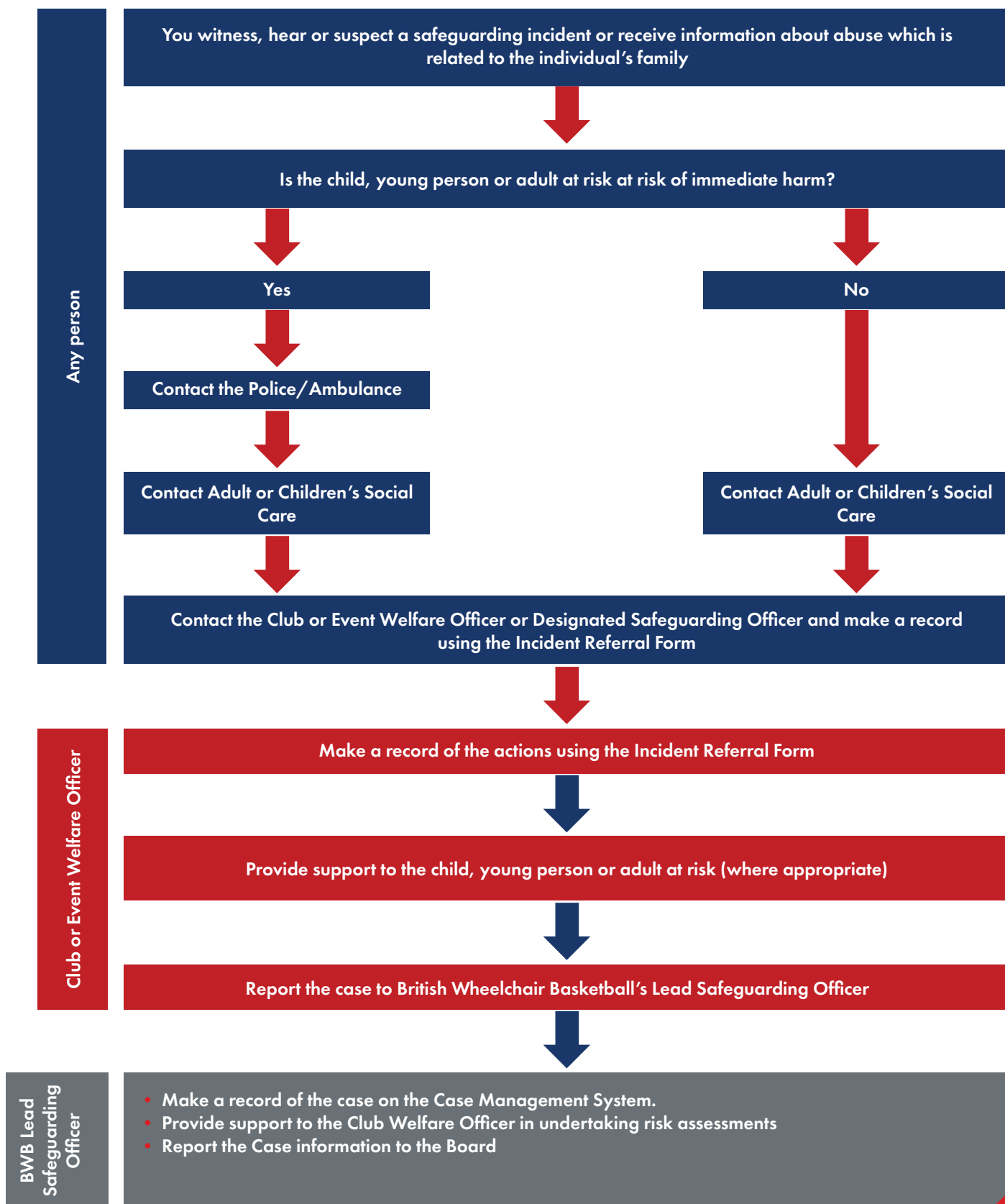
There are three processes for responding to a concern about abuse or neglect:

1. Concerns about abuse in or outside of the family setting.
2. Concerns about abuse or poor practice from BWB staff.
3. Concerns about abuse or poor practice from an individual in wheelchair basketball but not employed by us (e.g. club coach, committee member, official or volunteer).

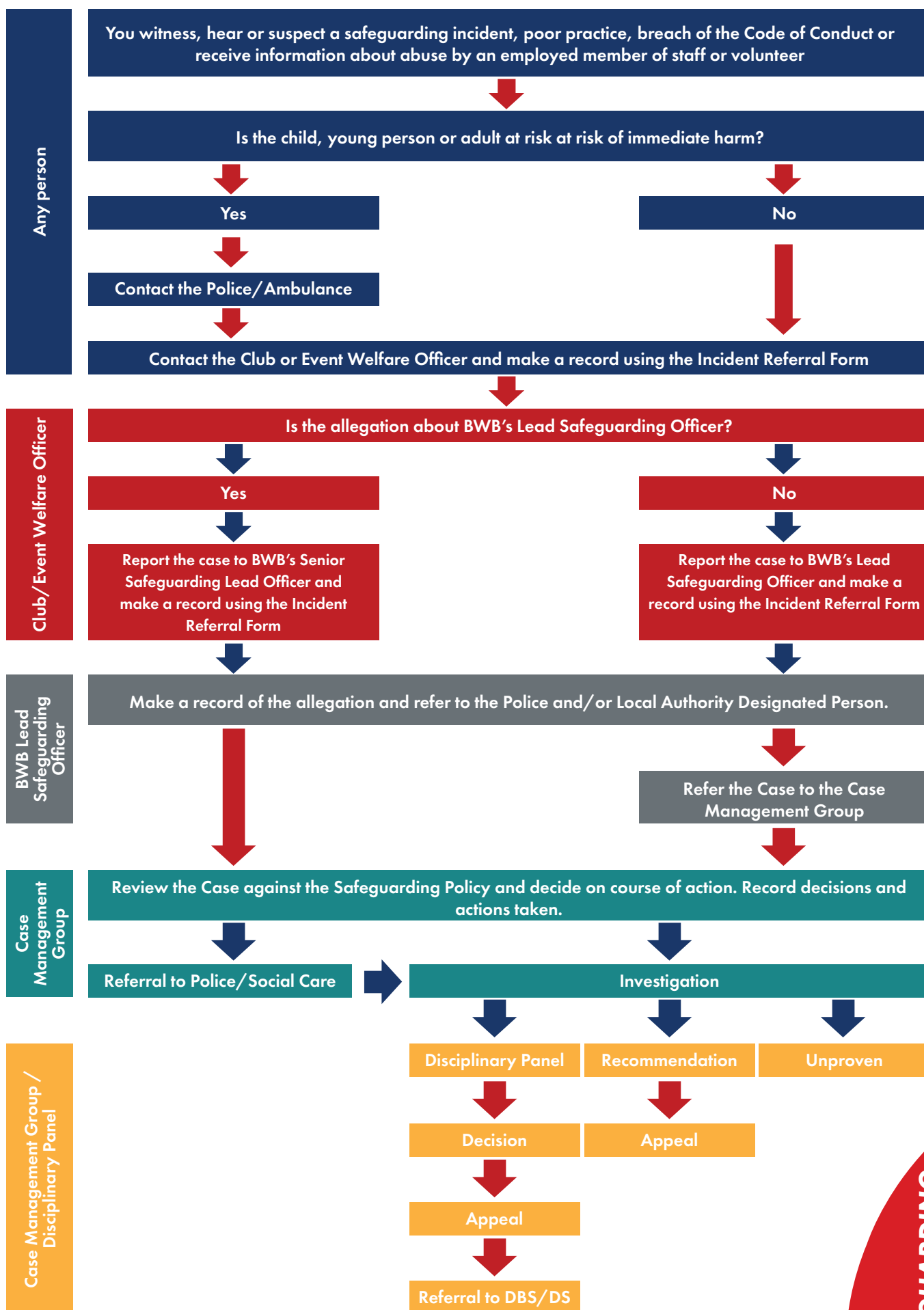
Each process has its own simple flowchart for you to follow, however, if at any time you are unsure on what process to follow, please contact our Lead Safeguarding Officer.

**BWB reserves the right to engage a support body in the Triage, Investigation, Hearing, Appeal and Case Management of any BWB Safeguarding/Disciplinary Case. All Case data will be shared with the supporting body for the purposes of case resolution only.**

## CONCERNS ABOUT ABUSE (IN OR OUTSIDE OF THE FAMILY SETTING)

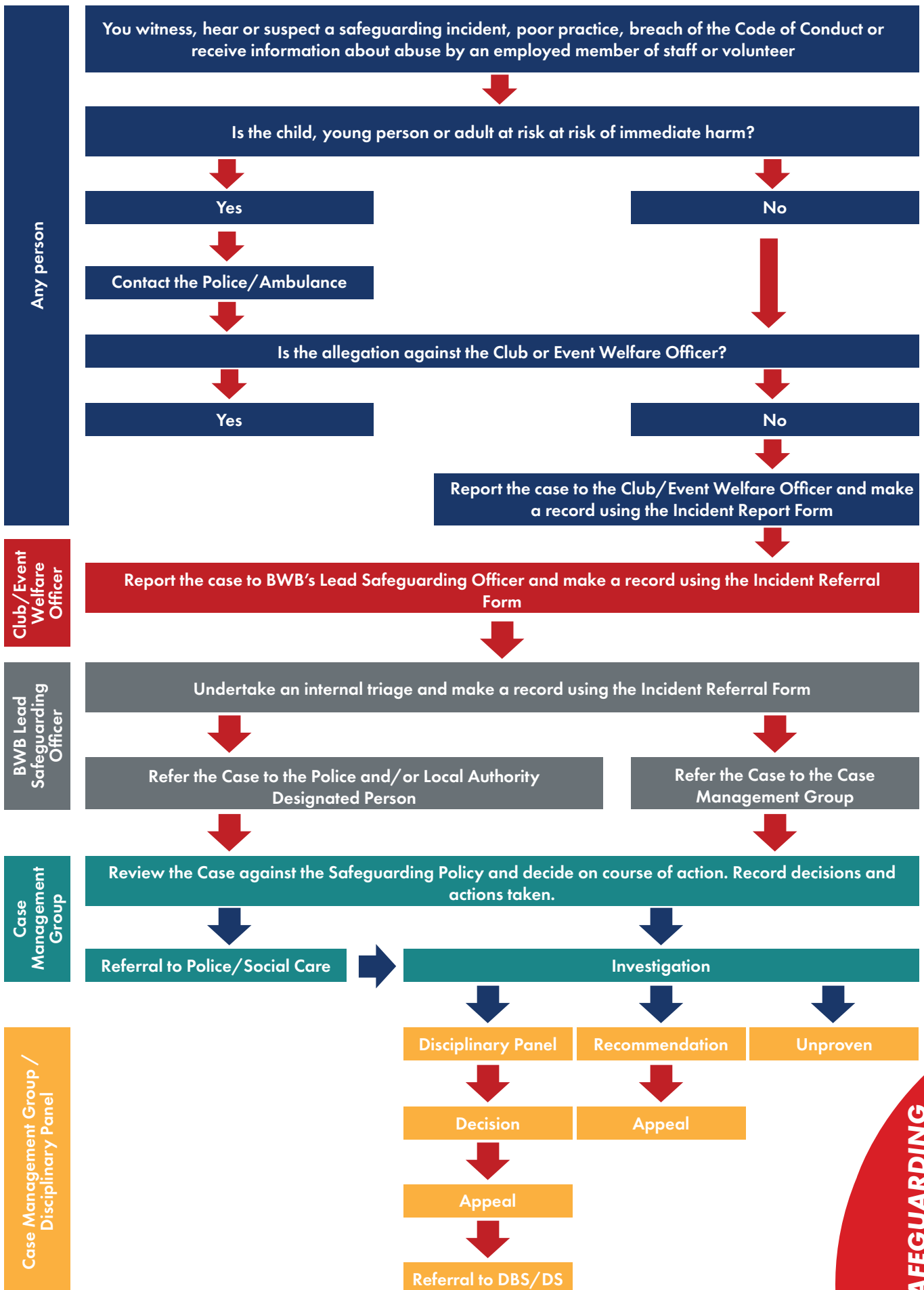


## CONCERNS ABOUT ABUSE OR POOR PRACTICE FROM BWB STAFF



**SAFEGUARDING**

**CONCERN ABOUT THE ABUSE OR POOR PRACTICE FROM AN INDIVIDUAL IN WHEELCHAIR BASKETBALL BUT NOT EMPLOYED BY US (E.G. A CLUB COACH, COMMITTEE MEMBER, OFFICIAL OR VOLUNTEER)**



## APPENDICES

Appendix 1: Incident referral form

### APPENDIX 1: TEMPLATE INCIDENT REFERRAL FORM

Person reporting the incident	
Name:	
Home Address:	
Club:	
Contact number:	
Person affected/injured	
Name:	
Home Address:	
Date of birth:	
Gender:	
Contact number:	
Club:	
Parent/carers information	
Name:	
Home Address:	
Contact number:	
Email address:	
Have parents/carers been notified of this incident?	
Yes      No	
If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else?	
Reporting my own concerns	
Reporting concerns raised by someone else	
If reporting concerns raised by some else, please provide further information below:	
Name:	
Position within the sport or relationship to child or adult at risk:	
Contact number:	
Email address:	
Accident/Incident	
Date:	Time:
Place:	

<b>Details of the incident or concerns:</b>	
<b>Action taken:</b>	
<b>Has the incident been reported to any external agencies?</b>	
Email address:	
Yes      No	
<b>If yes please provide further details:</b>	
Name of organisation or agency:	
Contact person:	
Contact number:	
Email:	
Agreed action or advice given:	
<b>Please provide details of any witnesses to the incident:</b>	
Name:	
Position within the club or relationship to the child or adult at risk:	
Date of birth (if child):	
Address:	
Contact number:	
Email address:	
<b>Please provide details of any person involved in this incident or alleged to have caused the incident</b>	
Name:	
Position within the club or relationship to the child or adult at risk:	
Date of birth (if child):	
Address:	
Contact number:	
Email address:	
Signed:	Date:
Print Name:	

**Contact the Lead Safeguarding Officer in line with BWB's reporting procedures.**