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| 1 | September 2018 | M Gandy | Original |
| 2 | September 2020 | M Gandy | General update |
| 3 | January 2023 | P Smith | Review and minor edits |
| 4 | November 2024 | M Corneille | Content edits |



**Reporting Procedures**

1. **About the behaviour of a YMCA Manchester staff member or volunteer**

(e.g. allegation about the behaviour of a staff member or volunteer towards a child)

Concerns arise about the behaviour of a member of staff, coach or volunteer towards a child/children.

(e.g. suspicions or allegations of poor practice or possible abuse)

Individual alerted to concerns reports to YMCA Manchester Designated Safeguarding Officer (DSO). DSO completes safeguarding incident form.

DSO (if appropriate in consultation with the Children’s social care team and LADO) determines the route for further action to be taken (e.g. does the matter appear to be poor practice or possible abuse, and records actions taken and agree).

**Possible Child Abuse/Criminal Offence**

**Poor Practice/Breach of Code of Conduct**

*In consultation with statutory agencies and LADO*: DSO consults with/refers to HR/Disciplinary lead/s re initiating disciplinary procedures, immediate temporary suspension (without prejudice), and notification of other organisations.

DSO consults with/refers to Children’s Social Care/Police and LADO and follows this up in writing within 24 hours.

Concern dealt with as misconduct issue using complaints / disciplinary procedures as appropriate (in consultation with LADO).

Full disciplinary investigation undertaken and hearing held outcomes and possible appeal.

Outcome of Children’s Social Care or Police investigation

Disciplinary appeals process

Outcome of disciplinary process *(e.g. no case to answer, advice or warning given, training / support required, other sanctions, or exclusion).* Consideration of referral to DBS, if appropriate.

Disciplinary investigation undertaken and hearing held.

Children’s Social Care and/or Police hold Strategy Meeting and agree investigation process

Disciplinary process initiated – investigation may be delayed pending outcome of statutory agencies’ processes. Support from LADO.

1.  **About the behaviour of another organisation’s staff member or volunteer**

(e.g. allegations reported about an individual working for a partner organisation)

DSO records actions and plans agreed and follows up referrals in writing within 24 hours.

If matter appears urgent and indicates a high level of risk to child/ren, either contact Children’s Social Care or Police direct to refer, **or** Contact the safeguarding lead in the individual’s employing/deploying organisation to pass on the information. Secure and record their commitment to refer to statutory agencies, and seek confirmation when this has been undertaken. If not agreed - contact statutory agencies directly.

DSO (if appropriate in consultation with the Children’s social care team and LADO) determines the route for further action to be taken (e.g. does the matter appear to be poor practice or possible abuse, and records actions taken and agree).

Individual alerted to concerns reports to YMCA Manchester Designated Safeguarding Officer (DSO). DSO completes safeguarding incident form.

**Possible Child Abuse/Criminal Offence**

**Poor Practice/Breach of Code of Conduct**

Inform subject of concerns of intention to pass information to employing / deploying organisation safeguarding lead in line with safeguarding policy and / or any inter-organisation information sharing arrangements.

Concerns arise about the behaviour of a member of staff, coach or volunteer from another organisation towards a child/children.

(e.g. suspicions or allegations of poor practice or possible abuse)

Contact safeguarding lead in employing / deploying organisation and pass on concerns. Record actions and plans agreed. Follow up in writing within 24 hours, cc’ing the individual.

1. **About children and young people arising out of organisation**

(e.g*. at home, school or in the community)*

DSO sends written safeguarding report to Children’s Social Care / Police within 24 hours, and considers need for support or advice for original referrer or others involved.

DSO makes decision on immediate referral to or consultation with Children’s Social Care or Police; records actions taken / agreed (including who will inform parents).

Member of staff, coach or volunteer reports to/consults with DSO, and completes the safeguarding incident report form and forwards a copy to the Safeguarding Lead.

If child requires immediate medical attention arrange this and ensure that medic is informed that there may be a child protection concern or allegation.

Member of staff, coach or volunteer made aware of concerns about child’s welfare or safety.

*(e.g. suspicions of bullying at school, allegations of abuse within the family etc.)*

1. **Procedure if you have concerns about a child’s welfare (as opposed to believing a child is suffering or likely to suffer from harm of in immediate danger)**

*\*Note – if the DSO is unavailable, this should not delay action*



Staff keep the child’s circumstances under review, and re-refer if appropriate, to ensure the circumstances improve.  
The child’s best interest must always come first at all stages.

Referral not required.

YMCA takes relevant action and monitors locally

YMCA considers other support as appropriate

You have concerns about a child

No formal assessment required

LA’s social care team takes  
action and informs the referrer

If concerns escalate,   
make a referral

Share concern with the lead commissioners

Within 1 working day, social worker makes a decision about the type of response required

You or the DSO make a referral to the LA’s social care team (and call the police if appropriate)

Speak to the DSO or your line manager

**Children’s Social Care Teams**

**Bury**

Bury MASH Team   
Multi-agency Safeguarding Hub  
Bury Police Station  
Dunsters Road  
Bury  
BL90RD  
**Tel**: 0161 2535678

[**Childwellbeing@bury.gov.uk**](mailto:Childwellbeing@bury.gov.uk)  
Or  
[**Childwellbeing@bury.gcsx.gov.uk**](mailto:Childwellbeing@bury.gcsx.gov.uk)

**Manchester**

**Tel**: 0161 234 5001  
**Fax**: 0161 255 8266

**Rochdale**

[**mass@rochdale.gov.uk**](mailto:mass@rochdale.gov.uk) or [**mass@rochdale.gcsx.gov.uk**](mailto:mass@rochdale.gcsx.gov.uk) (Secure)  
**Tel:** 0300 303 0440

**Salford**

The Bridge Partnership   
**Tel:** 0161 603 4500  
**Fax:** 0161 603 4505  
**Email:** [**worriedaboutachild@salford.gov.uk**](mailto:worriedaboutachild@salford.gov.uk)

**Stockport**

Contact Centre  
**Tel**: 0161 217 6028

**Tameside**

Monday to Friday during office hours  
**Tel**: 0161 342 4101

**Trafford**

MARAT  
Ground Floor  
Trafford Town hall  
Talbot Road  
Stretford  
M32 OTH

**Tel**: 0161 912 5125  
**Fax**: 0161 912 5056  
**Email**: [**MARAT@trafford.gov.uk**](mailto:MARAT@trafford.gov.uk)  
**Minicom**: 0161 912 2000

**Wigan**

Children's Duty Team

**Tel**: 01942 828 300

**Local Authority Designated Officers (LADO’s)**

**Bolton:**Paula Williams  
Telephone: 01204 337 474. Email: [boltonsafeguardingchildren@bolton.gov.uk](mailto:boltonsafeguardingchildren@bolton.gov.uk)

**Bury:**Mark Gay  
Telephone: 0161 253 5582 or 0161 253 5342. Email: [m.gay@bury.gov.uk](mailto:m.gay@bury.gov.uk)

**Manchester:**Majella O’Hagan  
Telephone: 0161 234 1214. Email: [majella.ohagan@manchester.gov.uk](mailto:majella.ohagan@manchester.gov.uk)

**Oldham:**Colette Morris  
Telephone: 0161 770 8870. Email: [colette.morris@oldham.gov.uk](mailto:colette.morris@oldham.gov.uk)

**Rochdale:**  
Gill Parnell-Jackson  
Telephone: 0300 3030 350. Email: [lado@rochdale.gov.uk](mailto:lado@rochdale.gov.uk)

**Salford:**Patsy Molloy  
Telephone: 0161 603 4350 or 0161 603 4445. Email [patsy.molloy@salford.gov.uk](mailto:patsy.molloy@salford.gov.uk)

**Stockport:**Ged Sweeney  
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**Tameside:**Tania Brown  
Telephone: 0161 342 4398. Email: [tania.brown@tameside.gov.uk](mailto:tania.brown@tameside.gov.uk)

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