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Document History			
Version	Date	Editor	Changes made
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



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TRAINING & EDUCATION



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)

T

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).

Poor Practice/Breach of Code of Conduct

Concern dealt with as misconduct issue using complaints / disciplinary procedures as appropriate

Disciplinary investigation undertaken and hearing held.

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 appeals process

Possible Child
Abuse/Criminal Offence

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.

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

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

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

Outcome of Children's Social Care or Police investigation

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



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About the behaviour of another organisation's staff member or volunteer (e.g. allegations reported about an individual working for a partner organisation)

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)



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).



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.



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.



Possible Child Abuse/Criminal Offence



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

3.



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About children and young people arising out of organisation

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

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.)



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 reports to/consults with DSO, and completes the safeguarding incident report form and forwards a copy to the Safeguarding Lead.



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).



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.

4.

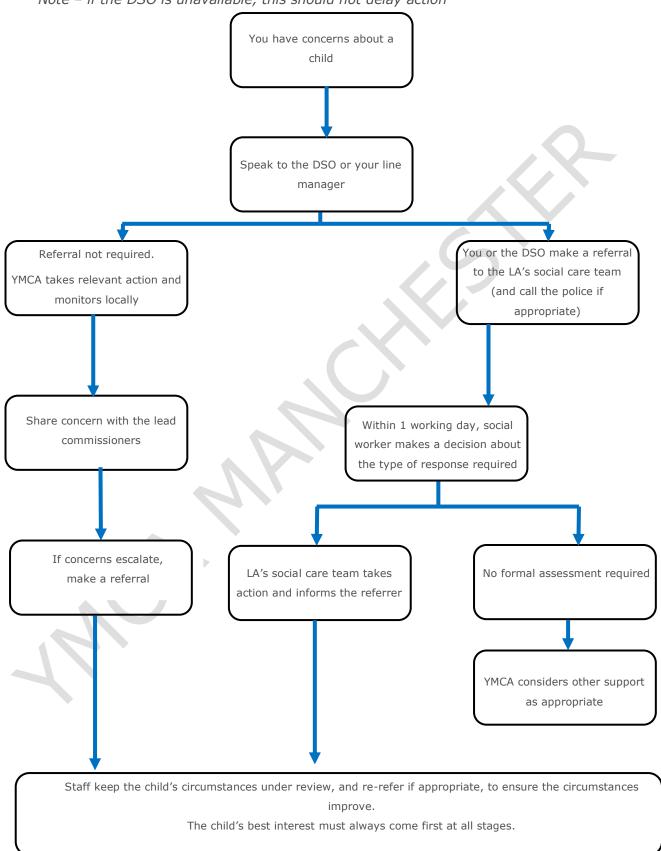


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Procedure if you have concerns about a child's welfare (as opposed to believing a child is suffering or likely to suffer from harm of in immediate danger)

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





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YMCA MANCHESTER



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

Or

Childwellbeing@bury.gcsx.gov.uk

Manchester

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

Rochdale

mass@rochdale.gov.uk or 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

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

Minicom: 0161 912 2000

Wigan

Children's Duty Team **Tel**: 01942 828 300



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YMCA MANCHESTER



Local Authority Designated Officers (LADO's)

Bolton:

Paula Williams

Telephone: 01204 337 474. Email: boltonsafeguardingchildren@bolton.gov.uk

Bury: Mark Gay

Telephone: 0161 253 5582 or 0161 253 5342. Email: m.gay@bury.gov.uk

Manchester:Majella O'Hagan

Telephone: 0161 234 1214. Email: majella.ohagan@manchester.gov.uk

Oldham:

Colette Morris

Telephone: 0161 770 8870. Email: colette.morris@oldham.gov.uk

Rochdale:

Gill Parnell-Jackson

Telephone: 0300 3030 350. Email: lado@rochdale.gov.uk

Salford:

Patsy Molloy

Telephone: 0161 603 4350 or 0161 603 4445. Email patsy.molloy@salford.gov.uk

Stockport:

Ged Sweeney

Telephone: 0161 474 5657. Email: ged.sweeney@stockport.gov.uk

Tameside:Tania Brown

Telephone: 0161 342 4398. Email: tania.brown@tameside.gov.uk

Trafford:

Anita Hopkins

Telephone: 0161 912 5024. Email: anita.hopkins@trafford.gov.uk

Wigan:

Steve Westhead

Telephone: 01942 486 034. Email: lado@wigan.gcsx.gov.uk



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