Let's Do More CIO Charity Number: 1211554

LDM Staff Safeguarding Process

(to be viewed in conjunction with our Safeguarding Policy)

Always speak to Kathryn, Loran or a Senior staff member present to discuss any concerns, however small

If immediate action is required call 999 before alerting Kathryn or Loran

Relevant numbers: Leeds Duty Safeguarding Advice Line 0113 2224403

Leeds Duty Safeguarding Advice Line (out of hours) 0113 5350600

We will discuss cases at team meeting's so that everyone is aware, & review ongoing actions

Low level concerns

eg changes in behaviour or appearance

Check in with player, then record the interaction by messaging Kathryn. This will then be recorded on a central spreadsheet.

Coaches will be expected to follow up on any non-attendance that is unexpected, and let Kathryn or Loran know if no response it received.

Higher concern

eg. significant changes in behaviour or appearance, or that continue, it is disclosed to you or witness/ overhear.

Check in with player and consult Kathryn or Loran to decide if further action is needed, and by who.

Fill out the LDM SG Form. link

Be aware:

Wherever possible have 2 adults present, or within sight. This includes in changing rooms during game time talks.

Never give a lift to a player alone, unless it's an emergency (& speak to Loran or Kathryn first)

Never give gifts, or give money to a player to go get something for you

Check which players cannot be photographed

Beware of favouritism or actions being misconstrued – would you say/ do that that in front of Loran or Kathryn, or with every player?

Never hand our personal contact details, other than LDM emails – message should be via SPOND only