



## **ANNEX 1**

### **Transplant Sport Child & Vulnerable Adult Protection Policy - Reporting Procedure for Incidents and Disclosure Process (To be read in conjunction with the TS Child & Vulnerable Adult Protection Policy)**

*Principles upon which Reporting Procedure for Incidents and Disclosure Process are based:*

- All children under 16 attending TS events that are not specifically designated as events for children without their parent or carer, must be accompanied by a parent/guardian or designated carer.
- Where TS volunteers are also employees of the NHS they must comply with all NHS Safeguarding Children and Disclosure reporting requirements in addition to complying with the TS Child Protection Policy and Reporting Procedure for Incidents and Disclosure Process.

### **Reporting Procedure for Incidents and Disclosure Process**

#### **1. Procedure for reporting your concern**

The following procedure must be followed if a child or vulnerable adult talks to you about abuse or neglect, or if you suspect there has been an incident of abuse.

- 1.1 Complete the incident/disclosure form as soon as possible.
- 1.2 When the form is complete and you have all the facts of the situation, contact the TS Designated Person for safeguarding. This person is named in the TS Child Protection & Vulnerable Adult Policy. If this person is named in the incident contact the Local Childrens and Young Persons service or Local Adult Safeguarding or Protection service.
- 1.3 The TS Designated Person will consider whether a referral to the Local Childrens and Young Persons service or Local Adult Safeguarding or Protection service is required. If they are unsure they can contact the Local Childrens and Young Persons service or Local Adult Safeguarding or Protection service before a referral is actioned.
- 1.4 The TS Designated Person may need to investigate for further information or appoint an appropriate person to investigate and will do so if permission is given by the statutory bodies and will

- do so in a timely and confidential manner. All notes and reports will be stored securely in a sealed document holder during the investigation and stored for 6 years post investigation.
- 1.5 Following the investigation, it may be the conclusion of the TS Designated Person that a referral is not necessary. If so, the TS Designated Person would advise the TS Trustees in a confidential manner that an investigation has taken place and make any recommendations that may be a result of the investigation.
  - 1.6 If a referral is made to Local Childrens and Young Persons service or Local Adult Safeguarding or Protection service, the TS Trustees will be informed that a referral has been made and be kept informed of any outcome.
  - 1.7 Once a referral has been made, TS will adhere to any instructions/guidance that the Local Childrens and Young Persons service or Local Adult Safeguarding or Protection service may provide.
  - 1.8 Pending an investigation, it may be necessary to suspend the membership of a TS member. The decision to suspend will be made by the TS Designated Person.
  - 1.9 At the end of the investigation the suspension may be lifted or membership may be terminated, and the member will not be allowed to participate at TS events or work with TS in any capacity again. This will be the decision of the TS designated person.
  - 1.10 The member has the right to appeal against this termination of membership and can do so in writing to the Chairman of the TS Trustees within 7 days of being told their membership has been terminated. The appeal will be considered by the TS Trustees. There is only one stage of appeal. The TS Trustees' decision will be final.

## **2. Allegations against a TS employee**

Any allegation against a TS employee should be made to the Chairman of TS Trustees. The Chairman may nominate a Trustee to lead on the investigation. The above procedure will be followed with the amendments below:

- 2.1 If an allegation is made against a TS employee, s/he may be suspended from duties on full pay whilst the investigation is completed.
- 2.2 Following the investigation the employee may be invited to a disciplinary hearing before the Disciplinary Panel. The Disciplinary Panel shall be chaired by a TS Trustee accompanied by 2 other trustees or members of the Management Committee including at least one of the same sex as the employee. The

employee will be entitled to respond to any allegations that are being made against them. The employee will receive 7 days notice of the hearing and be entitled to have a colleague or friend with them at the hearing.

- 2.3 The finding of the Disciplinary Panel will be communicated to the employee in writing within 2 working days.
- 2.4 Depending on the finding of the Disciplinary Panel, disciplinary sanction(s) may be imposed against the employee.
- 2.5 If a disciplinary sanction is imposed, the employee will have the right to appeal. Any appeal should be made in writing to the Chairman of the Trustees within 7 days of receiving the outcome of the hearing. The appeal will be considered by the full board of TS Trustees. Their decision will be final.

### **Key contacts**

TS Designated Person – Appointment to be made  
Local Safeguarding Childrens Board or Local Authority Designated Officer – depends on location of event or incident or home area of child or vulnerable adult  
NSPCC – 0808 800 5000

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This document dated – 31<sup>st</sup> October 2017 – to be agreed by Trustees 11<sup>th</sup> November 2017  
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