

SYSTON RUGBY FOOTBALL CLUB

Barkby Road, Queniborough, Leicestershire, LE7 3EF

Tel: 0116 260 1223

SYSTON RFC COMPLAINTS PROCEDURE

Action to take if an allegation is brought to your attention:

DO:

Stay calm; do not rush into inappropriate action.

Reassure the child, that they are not to blame and confirm that you know how difficult it must be to confide.

Listen to what the child says and show that you have taken him / her seriously.

Allow only one adult to talk to the child, as any discrepancies in statements may lead to legal problems.

Ensure that you clearly understand what the child has said, and record it so that you can pass it on to the appropriate person. You should have in your coaches pack an

Appendix 1 Recording Allegations of Suspicious Behaviour form.

This should be filled out by you after the incident has occurred.

Consult with your identified child protection person (Tony Fraser, 0116 267 7441), ensuring that you communicate all the information accurately.

Follow guidelines relating to confidentiality.

DO NOT:

Do not question the child. The law is very strict and child abuse cases have been dismissed if it appears that the child has been led or words and ideas have been suggested.

Do not ignore what has been disclosed.

Do not panic.

Do not challenge parent / guardian about the concerns.

Do not make promises you can't keep, explain that you have to tell other people in order to stop what is happening whilst maintaining maximum possible confidentiality.

Do not make the child repeat the story unnecessarily.

Do not delay the reporting procedure.

Approved by the Senior Committee:

President: (Signed)

Chairman: (Signed)

Secretary: (Signed)