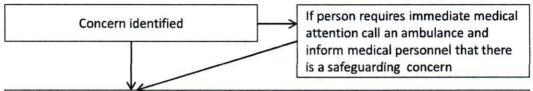
## Reporting procedures Concern about the behaviour of someone at a club/centre



Report concerns to club/centre/event welfare officer or person in charge who will:

- Seek the individual's consent (if they have mental capacity) to make a referral
- Complete referral form as soon as possible
- Report to RYA Safeguarding Manager\*
- Where urgent concerns and RYA SM not available, refer immediately to Adult Social Care/Police (if alleged criminal act) and copy referral form to them within 48 hours
- \* It is important that concerns are reported to the RYA, especially if the person involved holds RYA instructor/coach qualifications. The RYA may be aware of other incidents involving the same individual, indicating a pattern of behaviour.

## RYA Case Management Group decides on RYA Safeguarding Manager action to be taken Serious poor practice or alleged abuse. Alleged minor poor practice -Possible processes: referred back to club with advice Social Care adult at risk investigation on process to be followed: Police investigation Complaints procedure · Investigation under disciplinary Disciplinary procedure procedure - including possible No further action temporary suspension RYA's investigation pends outcome of Social Care/Police investigation. Possible outcomes: Possible outcomes: No case to answer No case to answer Less serious - referred to complaints Complaint resolved between procedure parties Club/centre or RYA disciplinary Training/mentoring agreed procedure - sanctions More significant concerns · Civil proceedings emerge (refer back to RYA · Criminal proceedings Safeguarding Manager) Referral to Disclosure & Barring Disciplinary sanction Service/Disclosure Scotland Appeal RYA Safeguarding Manager informed of final outcome RYA/Club/Centre review practices

## Reporting procedures Concern about an adult at risk outside the sport environment

