

Safeguarding Reporting Procedure for Mentors and Coaches

Red – Suspected abuse, serious allegations

Amber – Reoccurring low-level concerns, police incident

Green – Low level concerns, reports of incidents

Safeguarding
Incident

If the incident took place or arose during a session within a school / when YP are in care of school

If the incident took place or you were contacted outside of school hours

If the incident took place whilst mentoring a young person

Inform the schools Designated Safeguarding Lead
Fill in relevant paperwork
Via e-mail request a password protected blank child safety and welfare concern form from Designated Safeguarding Lead or DDSL
Email form back to DSL or DDSL
Delete the form from your sent items
Do not store form on your computer

Notify school safeguarding officer/Designated Safeguarding Lead/DDSL

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If you are unable to contact safeguarding officer call NSPCC 24-hour Helpline on 0808 800

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