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**How to raise your concern**

**Reporting your concern**

If you have a concern about malpractice, we hope you will feel able to raise it first your line manager. This may be done orally or in writing. It will help if you state the facts of the matter clearly. You can outline how you would like it to be investigated. If you have a direct or personal interest in the matter, you should also tell your head coach or manager at this stage. If you are writing, remember to give details of how you can be contacted.If you feel unable to raise the matter with someone in your line management, for whatever reason, please speak to a Managing Director. Jan LoughlinJan.innov8sportzcic@gmail.com or 07810508597, Terry Bathe Terry.innov8sportzcic@gmail.com or 07837535499, Sophie Martin sophie.innov8sportzcic@gmail.com or 07920097244 and Liam Keen liam.innov8sportzcic@gmail.com or 07880341479.

Once you have reported your concern, Innov8 Sportz C.I.Cwill look into it to assess initially what action should be taken. You may be asked how you think the matter might best be resolved. If your concern falls more appropriately in to one of Innov8 Sports other policies we will tell you.

We will institute the appropriate enquiries and/or investigations.

We will:

* tell you who is handing the matter and how you can contact him or her;
* say whether your further assistance may be requested;
* And, if you request, you will be written to, with a summary of your concern and an outline of how innov8 Sportz proposes to handle it.

While the purpose of this policy is to enable us to investigate possible malpractice and take appropriate steps to deal with it, we will give you as much feedback as we can. If requested, we will confirm our response to you in writing. Please note, however, that we may not be able to tell you the precise action we take where this would infringe a duty of confidentiality owed by us to someone else.

**Confidentiality**

Every effort must be made to ensure that confidentiality is maintained when an allegation has been made and is being investigated

Only tell individuals who need to know and can help to manage the concern

Confidentiality is essential and if maintained will ensure:

* the safety of the child involved
* that action is taken to protect the child
* that individuals involved in any complaint are protected from gossip and assumptions
* individuals who have a complaint against them receive fair treatment, without prejudice or pre judgment
* all policies, procedures and systems can work to manage any situation quickly, professionally and effectively

**Whistle blowing**

If there is a concern with regard to the behaviour of an adult towards a young person, it is important that you share your concerns with Innov8 Sportz C.I.Cdesignated Welfare and Child Protection Officer. **This Is Currently Terry Bathe Managing Director**

All information received and discussed will be treated in confidence and only shared with those individuals within Innov8 Sportz C.I.Cwho will be able to manage and resolve the situation. On occasion it may be necessary to seek advice, or inform the statutory agencies e.g. Children’s’ Social Care (Social Services) or the Police. All concerns will be taken seriously and managed accordingly within the Innov8 Sportz C.I.CPolicies and Procedures.

**If you have an allegation made against you**

Any concerns involving the inappropriate behaviour of an adult towards a child or young person will be taken seriously. We will comply with the LADO staff allegation flow chart to report any allegations and the investigation will be led by LADO. If you are the person who is the centre of an allegation the situation will be explained to you and you may be asked to stop working with children or young people in all of Innov8 Sportz C.I.C sessions. This may result in suspension from activity within Innov8 Sportzwhilst a full investigation is carried out. This is to protect all parties involved.On completion of the investigation, depending on the outcome Innov8 Sportz C.I.Cwill assess the appropriateness of you returning to work with children and young people in the Innov8 Sportzsessions and how, if applicable, this will be managed. Innov8 Sportz C.I.Cwill assess on a case-by-case basis any support needed for the person who has allegations made against them. Innov8 Sportz may choose to appoint an independent outside agency officer to provide support to the accused person.

**Innov8 Sportz has a duty to report any allegations made to Ofsted and the Local Authority Designated Officer, at the first reasonable practical time, this must be within 14 days.**

**Ofsted 0300 123 1231**

**Local Authority Designated Officer (LADO).**

Sean Capewell: Local Safeguarding Children Board (Reading area)

Phone: 0118 937 3555 / 07841253871

Email: sean.capewell@reading.gov.uk

West Berkshire Council, Juliet Penley — Children’s Services Service Manager / LADO

Karen Pottinger — PEWO/LADO (Schools)/Lead Safeguarding (Educ)

Phone: Referral via West Berkshire’s R&A Team - 01635 503090

**This Policy was approved by the Innov8 Sportz C.I.C Board on 31/8/2012, was reviewed 11 November 2013, 9 March 2015 and again in August 2015 and is due for further review August 2016**