

# Reporting Safeguarding, Bullying or Complaints



## Description of Policy

EWSA is committed to providing a caring, friendly and safe environment for all of our members so they can participate in our sport in a relaxed and secure atmosphere. If there are any instances of Safeguarding incidents, Bullying, or complaints. As well as the necessity for submitting a formal complaint please use this documentation and guidance as the basis of your reporting.

## Process for reporting a safeguarding or bullying issue

Please note when reporting a safeguarding or bullying issue:

- If the person is in immediate risk of significant harm, call the [Safeguarding Officer](#) or police without delay.
- If consent is granted for you to refer the information received, contact your [Safeguarding Officer](#) or Home Nation Safeguarding Officer and/ or Local Safeguarding Officer\* with the details of the concern.
  - Exe-Calibre DBS [welfare@execalibre.co.uk](mailto:welfare@execalibre.co.uk)
  - Exeter BSAC email <https://www.exeterbsac.org/index.php/about-us/contact-us>
  - Exeter Rowing Club email <https://www.exeterrowingclub.com/contact/welfare-office-contact-form/>
  - Exeter Canoe Club [safeguarding@exetercanoeclub.org.uk](mailto:safeguarding@exetercanoeclub.org.uk)
- If consent is not granted but you still have concerns, contact your Home Nation Safeguarding Officer who will be able to offer advice on what action should be taken. Wherever possible you should always explain and involve the adult concerned with what you plan to do and why.

\*If you report a concern to your Local Authority Safeguarding Adults Board or Police you are also required to contact your National Governing Body to advise them of your concern and whom you have reported it to. A standard reporting form for this purpose is available from your National Governing Body website.

- A. The Member should make use of the Incident reporting form below to ensure that all facts are covered and recorded.
- B. The Safeguarding Representative(s) will aim to acknowledge receipt of the issue within three days.
- C. The person or persons against whom the complaint is made will be made aware of the initial complaint in an informal discussion. If deemed necessary they may also receive a copy of the complaint. Either way they will have the right to reply via the members rep(s).
- D. Complaints will be dealt with fairly and openly and therefore all those affected by a complaint will have a chance to contribute to and respond to any investigation.

- E. Whilst complaints will be kept as confidential as possible, sometimes it may be necessary to show copies of information from the investigation to other people to allow them to respond.
- F. The Safeguarding Rep(s) will try to solve the matter by liaising between the parties involved including the relevant member clubs and if appropriate arranging meetings with them. Each party will be given the option of being accompanied by a nominated person of their choice.
- G. If the problem cannot be resolved in this way the matter will then be taken to the National Governing Bodies who will sit for any hearings that are required. If the complaint involves a member of the executive committee then they will be exempt from any meetings regarding the matter.

## Process for making a Complaint

- A. The Member should make use of the Incident reporting form below to ensure that all facts are covered and recorded.
- B. The Safeguarding Representative(s) will aim to acknowledge receipt of the complaint within three days.
- C. The person or persons against whom the complaint is made will be made aware of the initial complaint in an informal discussion. If deemed necessary they may also receive a copy of the complaint. Either way they will have the right to reply via the members rep(s).
- D. Complaints will be dealt with fairly and openly and therefore all those affected by a complaint will have a chance to contribute to and respond to any investigation.
- E. Whilst complaints will be kept as confidential as possible, sometimes it may be necessary to show copies of information from the investigation to other people to allow them to respond.
- F. The Safeguarding Rep(s) will try to solve the matter by liaising between the parties involved including the relevant member clubs and if appropriate arranging meetings with them. Each party will be given the option of being accompanied by a nominated person of their choice.
- G. If the problem cannot be resolved in this way the matter will then be taken to the National Governing Bodies who will sit for any hearings that are required. If the complaint involves a member of the executive committee then they will be exempt from any meetings regarding the matter.

EWSA's Committee in conjunction with the relevant Member Club committee will have the power to:

- Warn as to future conduct
- Suspend from membership
- Refer the case to another organisation such as the police, social services or Volunteering England
- Close the case without any further action

## EWSA Incident Reporting Form (for use in Complaints, Bullying and Safeguarding issues)

Your Name:	
Your Role:	
Address:	
Post Code:	
Telephone Numbers:	
Email address:	

Are you reporting your own concerns or responding to concerns raised by someone else:

<input type="checkbox"/>	Responding to my own concerns
<input type="checkbox"/>	Responding to concerns raised by someone else

Please provide further information below, including:

*Name of other person, Position within the sport or relationship, contact details*  
*Date and times of incident, Details of the incident or concerns,*  
*Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay*  
*Please provide any witness accounts of the incident: including name, relation to the club and contact details*

Has the incident been reported to any external agencies?

Yes / No

If YES please provide further details:

Name of organisation/agency:	
Contact person:	
Telephone numbers:	

Email address:	
Agreed action or advice given:	

Your Signature:

Print Name:

Date:

### Contact:

The Exe Water Sports Safeguarding Officer can be contacted at [safeguarding@exewatersports.org](mailto:safeguarding@exewatersports.org) in addition your club safeguarding or Welfare Officer should also be contacted.

### Version

Version	Date	Name	Notes
0.0	1/1/19	L Donohue	

### Sign off by each participating Club

To confirm Guidance/Policy has been understood and circulated to their committee and membership.

<b>EBASC</b>	<b>ERC</b>
Date	Date
<b>ECC</b>	<b>ExeDBC</b>
Date	Date: