**Appendix B**: Procedure workflow for Reporting Child Safeguarding Concerns

Concerns are noted about the behaviour of a staff member, student, or member of the public toward a child, or there are concerns about the welfare of a child.

If the child is in immediate danger or requires medical attention, the emergency services are to be called via 999 and the Sport and Leisure staff are to be informed.

Incident noticed by a member of staff.

Incident noticed by a student or member of the public.

Individual to approach any Sport and Leisure staff and ask for the Duty Manager to report the incident.

Form CP- A (Appendix D) to be completed and individual to report the incident to: Head of Sport and Leisure/SU Deputy Executive, Operations Manager, or Duty Manager (in the proceeding order).

Allegations against staff

Allegations against student

Allegations against non-university affiliated person

DSO to share matter with HR DSO and liaise with the DSL

DSO to share matter with the DSL

DSO to liaise with the DSL if required

Investigation to occur and appropriate disciplinary action to occur and the Local Authority Designated Officer will be informed.

Depending on the matter severity, the following will occur.

If a parent or guardian is alleged to be involved, the Children's Social Care will be informed.
If the child was attending CitySport or Robert Lowe Sports Centre through an educational or child-care activity organised by a third-party (e.g. school PE lesson, holiday camp), the DSL at such organisation will be informed.
If the child was attending CitySport or Robert Lowe Sports Centre through an activity organised by a sports club, the club DSL and the National Governing Body's safeguarding team will be informed.