CHELMSFORD HOCKEY CLUB

JUNIOR SECTION

Ground: Chelmer Park, Beehive Lane, Galleywood, Chelmsford, CM2 8RL. Tel 01245 250189

Child Protection Incident Reporting Procedure – Responding to signs/allegation of abuse

A child shows signs of abuse or an incident is reported to a club member about abuse → Remember: be calm, reassure the child. Be honest, do not make promises you can't keep. Keep questions to a minimum. Make notes so you can fill out the Child Protection Incident Report Form (CPIRF).

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Is immediate treatment necessary? → **NO** → Remember: it is not your responsibility to decide to investigate if abuse has occurred.

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YES

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Inform the person in charge and/or the Club Welfare Officer (CWO), unless they are implicated in the abuse

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Take child to hospital or call an ambulance

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Inform doctor of concerns - doctor will take further action

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Fill out the CPIRF and pass it on to the CHC CWO. Help authorities investigate

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No further action required.

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Inform the person in charge, unless implicated in the abuse. Fill in CPIRF. Report the incident to the Club Welfare Officer (CWO).

(if available) ↓	**(if not available)** ↓
CWO to contact Social Services, police or NSPCC if not already informed	Contact Social Services, the Police or NSPCC (0808 800 5000)

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Does the allegation involve a parent, family member or carer?

YES – Do not inform parents without discussing with Social Services or Police first	**NO** – Inform the parents with the agreement of Social Services and the Police

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No further action required.