



# Reporting and Response Processes

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An important and necessary aspect of a safeguarding policy is the reporting, response and referral process. This means the required steps and procedures of reporting any safeguarding violations and the necessary follow up. Establishing these procedures is important because it provides a clear guide for coaches and other adults, as well as children, on how to handle policy violations and cases of abuse that may have happened within the organisation itself or at a participant's home. Without specific knowledge about how to report safeguarding violations or respond to a report, a coach, participant or organisation representative might be unprepared to best handle these situations.

In sport programmes, coaches are in a unique position to both identify safeguarding violations and be the recipients of reports. Because of this, your organisation should have specific, detailed guidelines about how to report violations, who to report them to, and what the response procedures are. This will help avoid additional harm to both the reporting and responding parties. However, coaches and organisation leaders must also be aware of what their role does not include. Coaches should not play the role of a social worker, therapist, police, doctor, or other qualified professional. It is important that there are referral processes in place for safeguarding policy violations or cases that should be passed along to a qualified professional or where the reporting part might have need of additional resources.

