

## **ANNEX 1**

### **World Transplant Games Federation Child Protection Policy - Reporting Procedure for Incidents and Disclosure Process (To be read in conjunction with the WTGF Child Protection Policy)**

Principles upon which Reporting Procedure for Incidents and Disclosure Process are based:

- It is understood that due to the WTGF being an international organisation, events will be staged in different parts of the world. In this document any reference to an organisation/group/authority particular or unique to the UK will also include such organisations/groups/authorities in the countries where the WTGF events may take place.
- All children under 16 attending WTGF events must be accompanied by a parent/guardian or designated carer;
- Where WTGF volunteers are also employees of the NHS or similar structures they must comply with all NHS and similar organisations' Safeguarding Children and Disclosure reporting requirements in addition to complying with the WTGF Child Protection Policy and Reporting Procedure for Incidents and Disclosure Process.

### **Reporting Procedure for Incidents and Disclosure Process**

#### 1. Procedure for reporting your concern

The following procedure must be followed if a child talks to you about abuse or neglect, or if you suspect there has been an incident of abuse.

1.1 Complete the incident/disclosure form as soon as possible.

1.2 When the form is complete and you have all the facts of the situation, contact the WTGF Designated Person for safeguarding children. This person is named in the WTGF Child Protection Policy. If this person is named in the incident, contact the Local Children's and Young Persons service.

1.3 The WTGF Designated Person will consider whether a referral to the Local Children's and Young Persons service or similar organisation is required. If they are unsure they can contact the Local Children's and Young Persons service before a referral is actioned.

1.4 The WTGF Designated Person may need to investigate for further information and will do so if permission is given by the statutory bodies and will do so in a timely and confidential manner. All notes and reports will be stored securely in the WTGF office in a sealed document holder during the investigation and stored for 6 years post investigation.

1.5 Following the investigation it may be the conclusion of the WTGF Designated Person that a referral is not necessary. If so, the WTGF Designated Person would advise the WTGF Board in a confidential manner that an investigation has taken place and make any recommendations that may be a result of the investigation.

1.6 If a referral is made to Local Children's and Young Persons service, the WTGF Council will be informed that a referral has been made and be kept informed of any outcome.

1.7 Once a referral has been made, WTGF will adhere to any instructions/guidance that the Local Children's and Young Persons service may provide.

1.8 Pending the investigation by the Local Children's and Young Persons service or similar organisation, it may be necessary to take action against a participant/supporter who is part

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of the contingent from a Member Country. This action could take the form of a person being suspended from any further participation in an event while the investigation is in progress. In this case, the Manager or Official Representative of that Member Country as well as the person involved will be informed of such action by the WTGF Executive. The decision to suspend will be made by the WTGF Designated Person.

1.9 At the end of the investigation the suspension may be lifted or the right of the accused person to any further or future participation in WTGF events can be withdrawn. This will mean that the person will not be allowed to participate at WTGF events or work with WTGF in any capacity again. This will be the decision of the WTGF designated person.

1.10 The accused person has the right to appeal against this sentence and can do so in writing to the President of the WTGF within 7 days of being informed of the decision. The appeal will be considered by the WTGF Board. There is only one stage of appeal. The Board's decision will be final.

### **2. Allegations against a WTGF employee**

Any allegation against a WTGF employee should be made to the President of WTGF. The President may nominate another to lead on the investigation. The above procedure will be followed with the amendments below:

2.1 If an allegation is made against a WTGF employee, s/he may be suspended from duties on full pay whilst the investigation is completed.

2.2 Following the investigation the employee may be invited to a disciplinary hearing before the Disciplinary Panel. The Disciplinary Panel shall be chaired by a Board Member accompanied by 2 other Board Members including at least one of the same sex as the employee. The employee will be entitled to respond to any allegations that are being made against them. The employee will receive 7 days' notice of the hearing and be entitled to have a colleague or friend with them at the hearing.

2.3 The finding of the Disciplinary Panel will be communicated to the employee in writing within 2 working days.

2.4 Depending on the finding of the Disciplinary Panel, disciplinary sanction(s) may be imposed against the employee.

2.5 If a disciplinary sanction is imposed, the employee will have the right to appeal. Any appeal should be made in writing to the President within 7 days of receiving the outcome of the hearing. The appeal will be considered by the full Board of the WTGF. Their decision will be final.

### **Key contacts**

WTGF Designated Person: **Karen Cole**

Local Safeguarding Children's Board or Local Authority Designated Officer NSPCC: Tel 08088005000

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