

Flow chart for raising Safeguarding concerns

Brentford FC Community Sports Trust Safeguarding Lead(s):

- Kathryn Sobczak, SO (Safeguarding Officer), **07464 543 418**
- Martin Bradshaw, DSO (Designated Safeguarding Officer), **07463 344062**
- Scott Southgate, DSO (Designated Safeguarding Officer), **07436 335 937**
- Natalie Craig, Club & Trust Head of Safeguarding - 07918 454319
- Marcella Phelan, Trustee

The Local Authority Designated Officers (LADOs) for safeguarding concerns:

020 8583 5730 - Hounslow

020 8825 8930 - Ealing

020 8891 7370 - Richmond and Kingston

01895 250 975 - Hillingdon

In an emergency, please call 112 - then follow up with the Safeguarding Team and your Line Manager.

1. Report concern through MyConcern app -
<https://www.thesafeguardingcompany.com/myconcern/>
2. Report immediately to BFC CST Line Manager
3. Speak to SO or DSO for advice & support



Hand concern form to SO Kathryn Sobczak, or in her absence, DSO Martin Bradshaw or Scott Southgate

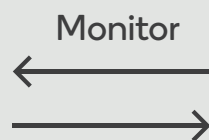


Safeguarding Officer reviews concern form and considers next steps with Head of Safeguarding.
SO informs Operations Director | CEO.



Monitor

BFC CST staff member asked to monitor child and adults at risk, feedback to the Safeguarding Officer within an agreed timescale.



Discuss

Discuss with Safeguarding team. Discuss with parents, monitor or refer to social care.



Record

Designated Safeguarding Officer keeps completed concern form in secure, confidential safeguarding file via MyConcern. Case Management is completed. Feedback to Head of Safeguarding, OD and CEO. Consider feedback to parents/guardians if appropriate.



Refer

Designated Safeguarding Officer discusses decision with Head of Safeguarding and agree to refer to social care.



Operations Director & CEO informed



DSO follows up with social care for update.

In exceptional circumstances, concerns may be referred directly to children's social care and police.