

Hexham Rowing Club

Reporting welfare concerns

Advice for those wishing to report an incident directly involving them

If you have concerns about the behaviour of another person towards you:
Inform your coach or other person in charge of the session, or if unavailable or not appropriate, find another club official or a member that you know
Tell them what the cause of your concern is without going into too much detail
Give them your name and contact details (your parents or guardian if a junior)
Ask them to report the matter to the Club Welfare Officer as soon as possible
If you think it needs immediate action, say so

Advice for those wishing to report an incident involving another person

If you have concerns about the behaviour of another person but not directed at you:
Inform the coach or other person supervising the session (if applicable)
If you cannot pass the concern on immediately to a coach or supervisor, report the matter to the Club Welfare Officer as soon as possible
If you think this may take some time, write down what you have seen straight away
Pass on facts not opinion
If you think it needs very immediate action, then contact the *British Rowing* Child Protection Officer or the police (details on board beside this notice)

Advice for club officials or others receiving a report

If someone comes to you about inappropriate behaviour of any sort:
Receive the concern and the information given
Say you are taking the report seriously and will pass it on to the right person
Record in writing what is said to you but do not seek to question the person at length
and do not add your personal opinions to what you record

Take just enough contact details for someone to get back to the person (or parent / guardian if a junior)

Report the matter to the Club Welfare Officer or if unavailable another club official

If you think it needs very immediate action, then contact the *British Rowing* Child Protection Officer or the police direct (details on board beside this notice)

Club Welfare Officer: **Kim Dwyer**
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