



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 or on welfare web page as below).

Club Welfare Officer:

Jen Brown

Email:

clubwelfare@tynearc.com

Welfare web page

www.tynerowingclub.org/pages/welfare_34464.cfm