

# PENTATHLON GB<sup>+</sup>

## PROCEDURE: MANAGEMENT OF CONCERNS AND COMPLAINTS RECEIVED BY PENTATHLON GB

### Introduction

Safeguarding is a collective responsibility. Everyone involved in Pentathlon GB activities has a duty of care to safeguard and protect children, and safeguard adults, both inside and outside our sport. Safeguarding children is the action that is taken to promote the welfare of children and protect them from harm (NSPCC 2022). Safeguarding adults is the action to promote their safety and well-being. Everyone involved in Pentathlon GB activities has a duty of care to safeguard and protect children, and safeguard adults, both inside and outside our sport. Pentathlon GB Safeguarding policies apply to all staff members, including full time, part time and contracted staff; all members of Pentathlon GB which includes athletes, coaches, club welfare officers, technical officials, tutors and educators, volunteers, and parents.

Safeguarding policy and procedures are mandatory for everyone involved in Pentathlon GB sports. Failure to comply with these policy and procedures will be addressed without delay and may ultimately result in dismissal or exclusion from the organisation.

### Reporting Concerns

Any safeguarding or welfare concern, which may include but is not limited to, allegations or suspicions of abuse, poor practice or bullying must be reported to Pentathlon GB's Safeguarding and Welfare Lead (or in their absence the member of staff covering this role). Pentathlon GB using reasonable discretion may investigate any such concerns or complaints in accordance with Pentathlon GB Safeguarding Procedures.

### Investigation

Pentathlon GB will conduct or coordinate an investigation where deemed necessary. This will be commenced promptly and be regularly reviewed. Updates to the person of concern, and to those Pentathlon GB deem need to be updated, will be provided on a regular basis throughout the investigation.

The Safeguarding and Welfare Lead will notify the LADO, Social Care or the Police where necessary for their involvement. In addition, Pentathlon GB may inform the relevant Club Welfare Officer / Child Wellbeing & Protection Officer, where appropriate.

Where an investigation reveals a criminal or possible criminal act, Pentathlon GB will refer the case to the police and / or social care and seek their advice on next steps.

During the investigation, the Safeguarding and Welfare Lead may reasonably request, any of the following actions to assist the investigation.

- The person of concern or others to submit evidence or other documentation.
- A new criminal records check.
- A referral to a statutory agency.
- Interviews and statements with the person of concern, witnesses or the complaint.

The person of concern will be notified in writing of the nature of the investigation, unless this prejudices another investigation such as a police matter or places another individual at risk.

The person of concern being investigated is obliged to cooperate with Pentathlon GB under their safeguarding procedures. The person of concern shall not approach or intimidate witnesses. This will be seen as a breach of Pentathlon GB's safeguarding procedures and may be dealt with as an additional concern.

The individual may be interviewed on more than one occasion to put further information or evidence to them. The individual, at their own expense can have a legal representative or other representative present.

### Temporary Suspension

Pentathlon GB can request for an individual to be temporarily suspended from their role and/or participation during an investigation. Pentathlon GB will request the Case Management Group ('CMG') to consider and support the temporary suspension pending the outcome of further enquiries or the investigation. A minimum of 3 members of the CMG are required to support this action. A temporary suspension is a neutral act and not be viewed as punishment or a sanction.

## PROCEDURE: MANAGEMENT OF CONCERNS AND COMPLAINTS RECEIVED BY PENTATHLON GB

# PENTATHLON GB<sup>+</sup>

The need for the temporary suspension to remain in place shall be regularly reviewed by the CMG. A temporary suspension will be put in place for the following reasons.

- For the safety and welfare of the child or adult involved or those the individual has contact with.
- To protect the individual in question.
- Due to a failure to comply with Pentathlon GB's safeguarding policies, procedures and guidance
- There is a risk to internal or external investigations.

A statutory agency may instruct Pentathlon GB to temporarily suspend an individual. In this circumstance there is no requirement to seek the support of the CMG.

A temporary suspension could apply to all or specific of the person of concern. A letter will be sent to the person of concern detailing the terms of the temporary suspension.. For example, not to coach or attend any club training sessions with children.

If the individual breaches the conditions of the temporary suspension disciplinary action will be taken where deemed appropriate.

## Case Management Group

The CMG are an independent group appointed to advise and support the investigation as requested by Pentathlon GB. A minimum of 3 members of the group are required to support and will be the investigation panel. The role of the CMG is to assess the risk or potential risk the individual is to children and / or adults. They work to the balance of probability and recommend appropriate actions to manage the risk. The investigation panel may consider the following considerations in their decision making.

- Are any matters revealed in the investigation relevant to the role of the individual
- Seriousness of the concern/ complaint raised
- Length of time since the incident occurred
- Is there a pattern of behaviour or other relevant concerns
- Circumstances surrounding the concern, or the explanation provided
- Any mitigating or aggravating circumstances

## Conclusion of Investigation

At the conclusion of the investigation the case will be reviewed by an independent panel from the CMG (minimum of 3 members) who have not been part of the investigation ( final panel). The final panel will then recommend actions or sanctions which include:

- Case dismissed
- No further action
- Request a more detailed investigation
- Referral to a statutory agency
- Impose or extend a temporary suspension whilst a risk assessment is completed
- Conditional written warning explaining areas for improvement
- Require the individual to undergo further training
- Require the individual to be supervised permanently or for a specific time
- Extend the temporary suspension to allow supervision for a set time.
- Extend the temporary suspension to allow a managed agreement to be put in place to manage risks.
- A fixed term ban with a review date
- Referral to DBS/ PVG
- Reach any other decision appropriate to the circumstances of the case.

The Safeguarding and Welfare Lead will inform the individual of the sanction or action within 7 days of the panel's decision. The individual can appeal the decision or sanction. Please see Pentathlon GB's Complaint and Disciplinary Policy and Rules for the appeal process.