

1

CONSENT

SEEK CONSENT FROM THE PERSON CONCERNED.

If they are a child or you feel that they do not have capacity to consent, you can act without consent but you must log your decision.

2

FACTS

COLLECT ALL THE AVAILABLE RELEVANT FACTS & INFORMATION.

Ensure that this purely fact and not opinion.

3

RECORD

MAKE A WRITTEN RECORD OF THE CONCERN.

This information should be stored in a secure place, in line with GDPR Regulations and the Data Protection Act 2018.

4

INFORM

TELL THE PERSON INVOLVED WHAT YOU ARE GOING TO DO.

Note any views that they may have in regards to how they wish for the matter to be dealt with.

7

OUTCOME

INFORM THE PERSON INVOLVED OF THE OUTCOME.

6

BALANCE

ARE OTHERS AT RISK?

Consider the balance between listening to someone's wishes and needing to refer the information when others may be at risk

5

TELL

THOSE THAT NEED TO KNOW INCL. THE BE SAFEGUARDING OFFICER

Must only be those that need to know - a disclosure guide is available on the Bowls England Website.



SEVEN MINUTE BRIEFING WHAT TO DO?

**IN THE EVENT OF A SAFEGUARDING ISSUE,
FOLLOW THIS PROCESS.**