



S09

RESPONDING TO, RECORDING & REPORTING SAFEGUARDING CONCERNS

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1. Introduction

- 1.1. If you have a safeguarding concern, remember the three R's:
 - a. **Respond** to the concern or allegation;
 - b. **Record** the relevant information; and
 - c. **Report** the relevant information.
- 1.2. If you notice abuse or it is reported to you, either first-hand or by someone else, it is your responsibility to Respond, Record and Report. Do not assume someone else will take care of the situation.

2. Respond

- 2.1. All concerns, suspicions, allegations and disclosures must be taken seriously. Even if the incident occurs outside of boxing but concerns a person involved in boxing.
- 2.2. The [NSPCC](#) have provided three simple directions to remember when a child is making a disclosure. These can also apply to anyone sharing a safeguarding concern.
- 2.3. **Show you care and help them open up:**
 - a. Give them your full attention and keep your body language open and encouraging;
 - b. Be compassionate, be understanding and reassure them their feelings are important; and
 - c. Use phrases like “you’ve shown such courage today” help.
- 2.4. **Take your time, slow down:**
 - a. Respect pauses and don’t interrupt them - let them go at their own pace; and
 - b. Recognise and respond to their body language and remember that it may take several conversations for them to share what has happened to them.
- 2.5. **Show you understand, reflect back:**
 - a. Make it clear you are interested in what they are telling you; and
 - b. Reflect back what they’ve said to check your understanding and use their language to show it’s their experience.

3. Record

- 3.1. It's important to record information as soon and as accurately as possible. If you are unsure regarding a particular detail, say so, do not guess. Do not include subjective opinions or feelings.
- 3.2. Use the England Boxing Safeguarding Referral Form so the information you record can be passed on to England Boxing.
- 3.3. Information should include:
 - a. Nature of the concern;
 - b. Name, date of birth, gender and contact details of the person alleged to have caused the concern;
 - c. Full name, club role and contact details of the person reporting the concern;
 - d. The details of any child or adult at risk involved in the concern or incident and any parent/carer's contact details;
 - e. Confirmation regarding whether a parent/carer has been informed;
 - f. Note if there are any visible signs of injury or harm; and
 - g. Details of any witnesses to the incident(s).

4. Report

- 4.1. All safeguarding concerns should be reported immediately to your Club Welfare Officer (CWO) or if you are the CWO report to your Regional Welfare Officer (RWO) or direct to England Boxing.
- 4.2. All safeguarding concerns must be reported to England Boxing.
- 4.3. You can report a safeguarding concern to England Boxing by the following methods:
 - a. Complete the [EB Safeguarding Referral Form](#)
 - b. By emailing safeguarding@englandboxing.org or calling 07590 600 001.
- 4.4. If you are concerned regarding the immediate safety of an individual contact the police or local authority children or adult services.
- 4.5. If a crime has been committed, then this should be reported to the police and an incident number obtained and recorded.

5. Resources

5.1. The following resources support the response to a safeguarding concern:

- a. [S18 – Safeguarding Reporting Procedure Flowchart](#)
- b. [S19 – Sharing Information Flowchart](#)

Version 3.0

Approved by Compliance Team

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Major additions to this Document are highlighted in yellow for reference.