

GSBA Safeguarding Investigation Process Guidelines

Context

The GSBA Safeguarding Policy outlines the process to be followed when a complaint or allegation is about concerns of inappropriate behaviour or poor practice towards a child or vulnerable adult by someone in a position of trust within skating. This is to be found under 'Allegations and Complaints Procedure' and states that the GSBA Safeguarding Team will initially consult with the Local Authority Designated Officer (LADO) and refer to Police and/or Social Care Services as appropriate.

In some situations, GSBA may be required to undertake an internal investigation. This will be led by the GSBA Safeguarding Team and will be a process of gathering and clarifying information and evidence about the reported concerns or incident.

Any internal investigation requested as a result of safeguarding concerns being reported will be undertaken following advice and guidance from the external agencies consulted or involved. Timescales may be dependent upon external agency involvement and the internal investigation process can begin at any of the following times

- At the conclusion of any external agency investigation
- During external agency investigations (with agreement from those agencies involved)
- When a referral made to an external agency has been passed back to GSBA for internal investigation

When an internal investigation is being undertaken, GSBA will ensure that;

- It is carried out in a fair and impartial manner
- In line with advice from external agencies,
- Information will be shared to those involved as appropriate
- The scale of the investigation will be proportionate based upon the complaint or allegation made
- Confidentiality is maintained and information will only be shared on a need to know basis.
- Any investigation is carried out timely in line with external agency expectations
- Any delays and reasons for them will be communicated to those involved.

Outline Process

Following a concern being raised, if it is determined GSBA Safeguarding Team will lead an investigation, information and evidence will need to be gathered to determine any safeguarding risks. Depending upon the nature of the concern and the immediacy of the risk, it may be the subject is not informed immediately. GSBA Safeguarding Team may ask for witness statements or hold a conversation in person or virtually to understand what may have happened. The person subject to the allegation will be contacted and asked to meet (in

person, on the phone or virtually) but this may follow evidence and information being gathered from the person raising the concern and any witnesses.

Investigations will vary widely in their scale and complexity and may involve;

- Direct communication with the alleged victim
- Direct communication with witnesses
- Direct communication with the individual the concern has been raised about
- Examination of documents and reports
- New DBS check

Risk assessment may be part of the investigation or be used to inform future decisions about the case or individual.

At the conclusion of the investigation the outcome will be shared with the victim initially and then with the subject of the concern. Any sanctions or recommendations will be shared on a need-to-know basis only but in line with the Allegations and Complaints Procedure in the Safeguarding Policy, a report will be shared with the GBSA Chairperson and Executive Board. It will be for the Executive Board to determine if there are any implications for continued membership of GBSA for the subject of the investigation.