**Appendix 3**

**Template Reporting Flowchart for reporting a concern of abuse and harassment**

**This flowchart is generic - it should be read and produced for the MF within the context of local legislation and government guidance.**

Analysis of information, intelligence

and liaison by Safeguarding Officer with

Local agencies and public authorities

Safeguarding Officer to provide support

and follow up

Local procedures to be followed - MF to work with local agencies and make sure that all parties are kept informed as to the process to be followed

Referral form to be completed to ensure as much information is gathered at this stage and copy sent to MF Safeguarding Officer

Yes

Concern or suspicion raised by an individual about someone associated with athletics

No

Safeguarding Officer maintains contact with all parties to provide support and guidance on the process

Contact MF Safeguarding Officer for assessment of incident against definition of abuse and harassment in policy

If Safeguarding Officer is unavailable contact police, law enforcement or social care advising them of a potential child protection matter

Outcome of judicial process and/or disciplinary process communicated to all parties

Contact emergency services, police, law enforcement or other assistance as appropriate

Preparation of disciplinary case by MF

Disciplinary procedures can happen in parallel with those undertaken by local agencies with their permission

Is a child or adult in immediate danger or in need of medical attention?

Refer to law enforcement agencies

Potential unlawful behaviour

Potential disciplinary matter

Consent?

Consent?

Consideration of Provisional Suspension in accordance with Safeguarding Rules

Investigation carried out by appropriate independent individual in timely and efficient manner