

Responding to Concerns Procedure – Concern about the conduct of an adult

**Role of the Child Wellbeing and Protection Officer (CWPO)**

Concern about the conduct of an adult **reported** to the CWPO

CWPO conducts an initial assessment to establish the basic facts

(If you are affiliated to SYFA or SWF, concerns must be reported to them first to coordinate who leads on the concern)

CWPO and/or appropriate member(s) at the club consider precautionary suspension of member of staff/volunteer\*

\* Decided by SWF/SYFA for their members

Facts do not substantiate concern – no further action

CWPO concludes initial assessment

Possible criminal behaviour

Inappropriate behaviour

Serious poor practice/misconduct

CWPO reports concern to the police and discusses with the police how to take forward the club investigation

Concern managed in line with disciplinary procedures for members of staff and volunteers

Line Manager will take appropriate action

Possible Outcomes:

* No case to answer
* Disciplinary Hearing
* Dismissal
* Referral to Disclosure Scotland

Possible Outcomes:

* No case to answer
* Informal discussion
* Formal discussion
* Further training and support agreed

Possible Outcomes:

* Police investigation
* Criminal proceedings
* Civil proceedings
* Investigation by CWPO