



SECTION	Safeguarding
POLICY	Safeguarding Referral Procedure
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1. Introduction

Any safeguarding incident or concern that arises with a member of Club Doncaster staff should be brought to the attention of Designate Safeguarding Officer (DSO) as soon as possible.

It is the responsibility of the DSO to inform Local Authority Designated Officer and the Football Association (where appropriate) when an allegation has been made against a staff member.

2. Role of the Local Authority Designated Officer

Otherwise known as 'LADO', is to manage allegations against people who work with children.

They are responsible for ensuring:

- Allegations are handled fairly and confidentially;
- Protect the welfare of children;
- Individuals are not unfairly treated;
- Children's voices are heard;
- Allegations are recorded, monitored, and progressed in a timely manner.

3. Procedure

- a) Colleague, parent or child raises allegation against a member of staff at Club Doncaster to the Company's DSO.
- b) DSO will refer to LADO through a phone call (**1302 737 332**) immediately, followed by a formal written email to lado@doncaster.gov.uk.
- c) If it is a member of staff connected to football, the matter must be referred to the FA in addition through their safeguarding referral form.
- d) Allegation to be logged internally on Patronus.
- e) The Senior Safeguarding Manager (SSM) will appoint an internal investigator into the matter. If the allegation is against the SSM, the Safeguarding Strategic Lead (SSL) will appoint an internal investigator.