

# **Safeguarding Reporting and Response Procedure**



**A Charitable Incorporated Organisation**

**Registered Charity No. 1195780**

## **Muslim Sports Foundation (MSF) Safeguarding Reporting and Response Procedure**

### **1. Purpose of this Procedure**

This procedure sets out how safeguarding concerns relating to children, young people or adults at risk connected to Muslim Sports Foundation (MSF) are reported, recorded, responded to and escalated.

It supports and should be read alongside:

- MSF Safeguarding Children and Young People Policy
- MSF Safeguarding Adults Policy

This procedure focuses on MSF's governance and assurance role. MSF does not deliver frontline services and does not investigate safeguarding concerns.

### **2. Who This Procedure Applies To**

This procedure applies to:

- MSF Trustees
- consultants, contractors and volunteers acting on behalf of MSF
- partner organisations delivering MSF-funded or MSF-associated activities
- anyone who wishes to raise a safeguarding concern relating to MSF activity

### **3. What Is a Safeguarding Concern?**

A safeguarding concern is any worry, suspicion, allegation or disclosure that a child, young person or adult at risk:

- has been harmed
- is being harmed
- may be at risk of harm

Concerns may relate to:

- abuse or neglect
- poor practice
- unsafe behaviour
- breaches of safeguarding policies or codes of conduct

MSF manages safeguarding concerns through a structured internal process led by the Safeguarding Lead, with escalation to the Trustee Safeguarding Lead and Board where appropriate. As a non-delivery organisation, MSF does not operate a formal case management group; however, safeguarding matters are reported and reviewed through regular governance and Board oversight processes.

**Concerns may relate to past, present or potential future risk.**

### **4. Immediate Risk**

If a child, young person or adult is in immediate danger, emergency services must be contacted immediately by calling:

- 999

- This must not be delayed by contacting MSF first.

## **5. How to Report a Safeguarding Concern to MSF**

Safeguarding concerns should be reported as soon as possible using one of the following routes:

Email: [safeguarding@muslimsports.org.uk](mailto:safeguarding@muslimsports.org.uk)

Directly to the Trustee Safeguarding Lead

Via an MSF Trustee if the concern involves senior individuals

Where available, the Safeguarding Concern Reporting Form should be used. However, concerns can be raised verbally or in writing and must not be delayed if a form is not available.

Concerns may be raised with or without the consent of the individual at risk, where there is concern about safety.

## **6. Information to Include When Reporting**

When reporting a concern, the following information should be provided where known:

- what has happened or what the concern is
- who is involved
- when and where the concern arose
- whether the individual is safe now
- whether the concern has already been reported elsewhere

A lack of complete information must **not** delay reporting.

## **7. MSF's Initial Response to a Safeguarding Concern**

When MSF receives a safeguarding concern, it will:

1. Acknowledge receipt of the concern
2. Record the concern securely
3. Assess the nature of the concern from a governance and assurance perspective
4. Identify the appropriate response, including escalation routes

MSF does not investigate safeguarding concerns.

## **8. Escalation and External Reporting**

### **Children and Young People**

Safeguarding concerns relating to children and young people should be referred to:

- the relevant Local Authority Children's Social Care
- the Police, where a criminal offence may have occurred

Partner organisations are responsible for making statutory referrals. MSF will seek assurance that appropriate referrals have been made.

MSF will not delay referral to statutory authorities while seeking internal clarification where there is risk of harm.

## **Adults at Risk**

Safeguarding concerns relating to adults at risk should be referred to:

- the relevant Local Authority Adult Safeguarding Team
- the Police, where appropriate

Where consent is required, this should be considered in line with the Mental Capacity Act 2005 and the Care Act 2014.

MSF may escalate concerns without consent where there is a significant risk of harm. Any decision to act without consent will be taken in accordance with the Mental Capacity Act 2005 and its Code of Practice, including consideration of the adult's capacity and best interests.

Where MSF becomes aware that a safeguarding concern relating to a child, young person or adult at risk has not been appropriately referred or addressed by a delivery organisation, MSF reserves the right to escalate the concern directly to the relevant statutory authority in order to protect the individual and fulfil its safeguarding responsibilities.

## **9. Working with Partner Organisations**

Where a safeguarding concern relates to activity delivered by a partner organisation:

- the partner retains responsibility for frontline safeguarding and statutory reporting
- MSF will seek assurance that the concern has been handled appropriately
- MSF may require additional information, actions or safeguards
- MSF may review funding, partnership or contractual arrangements where concerns arise

Failure by a partner to respond appropriately to safeguarding concerns may result in escalation, suspension or termination of the relationship.

## **10. Allegations Against Individuals**

Where an allegation is made against an individual working for or on behalf of a partner organisation:

- the partner organisation is responsible for managing the allegation
- the Local Authority Designated Officer (LADO) must be contacted for child-related concerns
- MSF will seek confirmation that appropriate action has been taken

Where allegations relate to MSF Trustees or individuals acting directly on behalf of MSF, the Chair of Trustees will be informed and appropriate external advice sought.

## **11. Confidentiality and Information Sharing**

Safeguarding information will be:

- handled sensitively
- stored securely
- shared only on a need-to-know basis

Information may be shared without consent where this is necessary to protect an individual from harm or fulfil legal duties.

All information sharing will comply with data protection legislation.

## **12. Whistleblowing**

If an individual feels unable to raise a safeguarding concern through normal routes, concerns may be raised under MSF's Whistleblowing (Disclosure of Malpractice) Policy.

This includes concerns about:

- poor safeguarding practice
- failure to act on safeguarding concerns
- inappropriate behaviour by those in positions of authority

## **13. Recording and Record Keeping**

All safeguarding concerns received by MSF will be:

- recorded accurately
- dated and signed
- stored securely
- retained in line with MSF's data protection and retention arrangements

Records will be accessible only to those with a legitimate safeguarding role.

## **14. Monitoring, Learning and Governance Oversight**

The Trustee Safeguarding Lead will:

- oversee safeguarding reporting and escalation
- ensure learning from concerns informs governance
- report safeguarding matters to the Board as appropriate

The Board of Trustees will receive safeguarding updates as part of regular governance reporting and ensure appropriate action is taken where improvements are required.

This includes oversight of safeguarding training, awareness and learning activity relevant to both children and adults.

## **15. Review of this Procedure**

This procedure will be reviewed every two years, or sooner if:

- legislation or guidance changes
- learning from safeguarding concerns indicates a need for review
- a serious safeguarding incident occurs

## Policy Approval

<b>Policy title</b>	Safeguarding Reporting and Response Procedure
<b>Approved by</b>	Board of Trustees, Muslim Sports Foundation
<b>Date approved</b>	26 March 2026
<b>Review cycle</b>	Every two years, or sooner if required due to changes in legislation, guidance or following a safeguarding incident
<b>Next review due</b>	25 March 2028
<b>Policy owner</b>	Trustee Safeguarding Lead
<b>Responsible officer</b>	Head of Business and Governance