

WORKSTREAM 2 – System and structure

Action 3: create your club's reporting procedure

For a potential victim/reporter of interpersonal violence, it's important to have clarity about the reporting process. Therefore, create a document that clearly describes the standard procedure. This way, the reporter knows what to expect.

The reporting mechanisms are described in Workstream 2–Action 2. The report will be treated as quickly as possible.

- All reports will be treated seriously and confidentially
- The reporter will be protected from any negative consequences of the report
- [Name of sport club] acts in accordance with the GDPR and applicable privacy legislation.

These are the different phases of a reporting procedure:

STEPS	Acceptable behaviour	Mild interpersonal violence	Serious interpersonal violence	Very serious interpersonal violence
Phase 0	Report/concern If the report has been done by email, the reporter will receive confirmation of receipt of the report within 5 days. The Safeguarding Officer will have a confidential conversation with the reporter to clarify the situation and discuss possible next steps.			
Phase 1	Mapping the situation Who is involved? What is known about the facts? What are the sources of information? In most cases, additional information is required. The SO will contact the relevant individuals to gain a clear understanding of the situation.			
Phase 2	Assess the severity of the situation and advice			
Phase 3	Implementation of advice Internal follow-up			
			Emergency services,	children's social care
			Disciplinary procedures	
			Police / justice	
Phase 4	Aftercare and evaluation The reporter will receive feedback on the progress or outcome, to the extent possible with due regard to the privacy of the involved parties.			

Workstream 2–Action 4 describes in detail the complete step-by-step plan a sport club can follow receiving a report.