



Approved By	Version	Issue date	Review date	Contact person
Board	2	July 2023	July 2024	Paul Antrobus

Crisis Management Plan

Safeguarding crisis are complex and can be distressing and involves three different types of response.

This document is intended to help you as a senior management team in times of a crisis, particularly any safeguarding crisis.

A senior member of staff will complete the checklist alongside other relevant staff so that the action plan can be decided.

Best practice is that this document should be completed within 2 hours of the incident being reported.

The most effective management of a safeguarding crisis involves co-ordination of all three boxes shown below.

Safeguarding

Actions which need to be taken to keep safe any child or adult potentially at risk.
This response takes preference.



Communication

The communication (as far as it can go without effecting evidence) of what is happening and
The actions taken by the organization in response to key members of the
organization (staff, parents, media)



Management

The ongoing care for the children for whom the staff member was responsible and the
organization response to any staff member accused

Whilst the safeguarding response must always come first attention to other areas must also be taken into consideration which will create a strong and co-ordinated reassurance to the stakeholder.

Safeguarding leads working close together and in co-ordination with senior leadership Senior safeguarding Manager, the Board, Legal team and external teams (LADO, Police)

The following tables are for a checklist to follow for getting the correct results

Crisis Checklist Safeguarding

Safeguarding	Action
Are any urgent actions needed to safeguard a child / child in an emergency?	Call LADO, Police or other emergency services 999
Are there other children who may be at immediate risk in addition to the child or children in the allegation?	Notify LADO / Police
Which agencies need to be informed immediately?	LADO, Police, Children services
Does any other agency need to know?	Barnardo's / NSPCC
What steps do you need to take?	Advice from LADO/Police/Children services
Will police be coming on site (arrest / search)	Discuss with LADO/Police best approach so not to cause unnecessary anxiety to their children/parents
Who do you need to speak to in order to put action plan in place.	Confirm with agencies action plan
What needs to be said to the child, his /her parents and the staff member concerned?	Agree this with LADO/Police
Has LADO arranged a strategy meeting?	LADO will decide who needs to attend
Work with the authorities not against them, but don't forget the club has priorities too?	Be sure to include them in discussions

Crisis Checklist Management

Checklist	Action
Who needs to know in the club?	Senior safeguarding Manager/ Chairman
Where is the staff member now, is he/she next in contact with children?	Agree with LADO and Police the next steps, do not inform or suspend the staff member you could be tipping them off
Whilst Police investigations are underway how do you inform the staff?	Give very little information of the investigation as others may be involved, a state agreed with the SSM and Chairman to be given to the staff
Does any other agency need to be informed?	EFL, FA and DBS will be involved with the investigation.
What information will be required about the staff member?	LADO will ask for DBS dates and training records at the strategy meeting
How long will the police investigation and possible prosecution take?	If the club has clear evidence of misconduct consider dismissal
Has the incident shown any immediate staff training issues?	Investigation de brief should show any training needs

Useful contacts

Senior Safeguarding Officer: (Andrew Blakemore) 0775896669

Designated Safeguarding Officer: (Paul Antrobus) 07788432463

LADO: 016066288931

LADO: secure email: LADO@cheshireeast.gcsx.gov.uk

Cheshire East Children Services: 03001235012

Cheshire East Children services (Emergency Duty Team for out of hours) 03001235022

Police: emergency: 999

Police local: 101 ask for Cheshire Constabulary's Child Protection Team