

ENCOURAGING
EXCELLENCE,
NURTURING
TALENT!



**SPORTING
CHANCES**
OUTREACH

OUTREACH SAFEGUARDING PROTOCOL & WORD INDEX

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To be reviewed **annually**.





OUTREACH SAFEGUARDING PROTOCOL

The *Outreach Safeguarding Protocol* should be used in conjunction with Sporting Chances Group's (SCG's) *Lone Working Policy*.

The 'Outreach WhatsApp Group' should be used as a means of communication to inform your team and manager(s) of yours and your mentee's whereabouts.

The following should be adhered to at all times:

1. COLLECTION

Text meet time, the activity and its area and postcode.



2. DROP-OFF

Text end time and location.



3. CANCELLATIONS

Report a cancellation with the reason (refer to *Index Words*) via the SCG Outreach WhatsApp Group to alert colleagues and manager. Then call manager to discuss and decide on appropriate action to take.



INDEX WORDS

ABBREVIATION

DEFINITION

NS

No show

NE

Not engaging

RTM

Refer to manager

S

Sick

AWOL

Missing

POB

Passenger on board (with YP cannot talk)