



RECOGNISE

- You hear a disclosure from a *child that something is wrong
- You have a concern that a child is being harmed or is at risk of being harmed
- You hear a concern from someone else that a child is being harmed or is at risk of being harmed

Do not ignore a disclosure or concerns

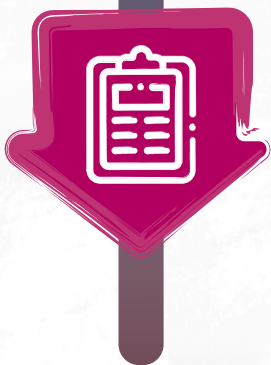
If you hear a disclosure or concern from someone– Keep calm, listen carefully and do not push for information. Make them feel that they are being heard and taken seriously. Reassure them that it was right to tell you and let them know what you will do next.

If the child is in obvious and immediate danger of harm, your first action is to remove them from harm's way
Ask the Person in Charge or Risk Manager for their guidance if you are not sure



RESPOND

Immediately report to the Person In Charge or the Chapter/National Risk Manager.



RECORD

As soon as possible record or document the disclosure or your concern on an Incident Report Form and submit it following the instructions on the form, with a copy to the Person in Charge or Chapter/National Risk Manager.

Describe the facts clearly and with as much detail as possible. Clearly separate your opinions from the facts.

AT ALL TIMES

Keep the safety and protection of the child or children as your first priority

Follow the instructions you are given by the Person In Charge or Chapter/National Risk Manager



Chapter Risk Manager name: _____ Phone number: _____



National Risk Manager name: _____ Phone number: _____

*A child is someone aged under 18

