



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 National/Regional Risk Manager for their guidance if you are not sure

RESPOND

Immediately report to the the National or Regional Risk Manager and follow their guidance

With the guidance of the National/Regional Risk Manager, ensure that you or the Person In Charge talks to the child and anyone else who has had contact with them

RECORD

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

Ensure that anyone else who heard a disclosure or raised a concern records it on an Incident Report Form and that it is submitted following the instructions on the form, with a copy to the National/Regional 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
National/Regional Risk Manager



National Risk Manager name: _____ Phone number: _____



Regional Risk Manager name: _____ Phone number: _____

*A child is someone aged under 18

For more guidance please consult
CISV's International Child Protection
Policy and Procedures.



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