

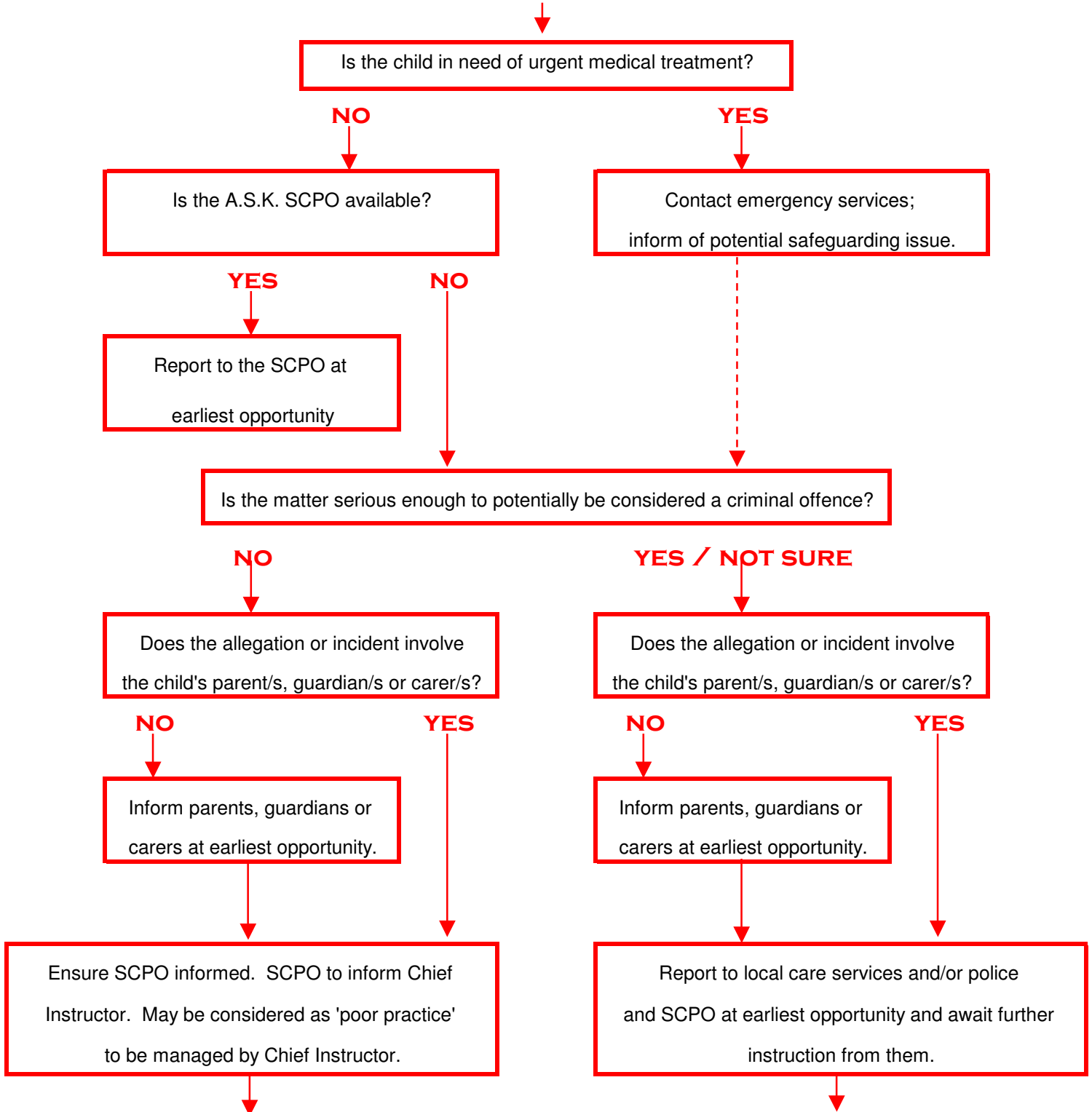


Incident Action Flowchart

Appendix One to the A.S.K. Safeguarding and Child Protection Policy

A child has disclosed concerning information to you OR you have witnessed OR had reported to you an incident or complaint involving the behaviour of an adult in relation to a child, which may be may be considered abuse or poor practice.

STAY CALM - REASSURE - NO PROMISES - FEW QUESTIONS - FOLLOW GUIDE



Whatever the circumstances, the person receiving and then reporting the complaint or incident must record a written statement using the A.S.K. Safeguarding Referral Form. This must be submitted to the A.S.K. SCPO at the earliest opportunity.