

## Annex B

### Reporting a Disclosure of Alleged Abuse or a Safeguarding Concern

**Confidential: For the attention of Designated Personnel ONLY**

Refer to one of the following staff members:

- Jon Crocker - Principal
- Charlene Lepeck - Student Services Manager
- Ben Crompton - Operations Lead
- Emma Swain - Teacher

In the event of all of the above being unavailable contact Alex McNish - Lead Educator

#### **Important Notes**

- Listen carefully and stay calm
- Write down what is said
- Do not conduct an interview, ask any questions normally and without pressure eg just to clarify factual details such as time, date, place etc.
- Do not put words into the complainant's mouth
- Provide reassurance
- Inform complainant that the information must be passed on and to whom the report will be forwarded
- Staff should not investigate allegations themselves



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