Embrace the Middle East
Reporting Flowchart

- Concern arises
- Complaint or disclosure made
- Incident occurs

Report to Safeguarding Officer (Safeguarding Focal Point) and create an incident report and/or disclosure form

Who does the report concern/relate to?

Report regards the behaviour of staff, contractor or volunteer.

- YES
  - Internal safeguarding procedure applies. Safeguarding committee (SC) informed and meets within 24 hours.

Report is regarding possible abuse of a child/vulnerable adult by someone outside the organisation.

- NO
  - Is the concern due to the way the organisation is delivering its business?
    - NO
      - Decide further response
    - YES
      - Internal safeguarding procedure applies. Safeguarding committee informed and meets within 24 hours.

Does it need to be reported to the local/national/international authorities?

- YES
  - SC report to relevant authorities
  - Follow up on action taken by SC
  - Does it need to be reported to Charities Commission?
    - YES
      - Report serious incident to Charities Commission
    - NO
      - Decide further response

NO