

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

