

INCIDENT REPORTING PROCEDURE

All members have a duty to report concerns or suspicions and a right to do so in confidence and free from harassment.

AT ALL TIMES

- Remember to be clear with your communication and give reasons for your actions linked to policy in order to minimise the risk that someone may misinterpret your actions
- respect a person's right to personal privacy
- act within appropriate boundaries, even in difficult circumstances
- encourage an open and transparent culture, where members feel safe to voice their concerns and can challenge inappropriate attitudes or behaviours. report all allegations, suspicions and concerns immediately

WHEN AN INCIDENT IS REPORTED

- Allow the person to speak without interruption and accept what they say
- Be understanding and reassuring but do not give your opinion
- Tell them you will try to help, outlining the next steps and who you will be passing the information on to

PLEASE TAKE INTO ACCOUNT THE FOLLOWING SEDOS POLICIES

- Serious Incident Reporting Policy (including considering whether a report needs to be made to the Charity Commission)
- Safeguarding Policy
- Health & Safety Policy
- Privacy and Data Protection Policy

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