



Reporting Procedure Flow Chart

If you suspect that a person has acted in a manner that is inappropriate or unsafe towards a Child or Adult, follow the steps outlined below.

If there is a life threatening or time critical situation, please call 100.

You receive a Safeguarding Complaint

Do you believe that:

- the Respondent has committed a Reportable Crime (*examples include physical or sexual abuse*); or
- you have information that would assist the police in an investigation; or
- a Child or Adult is in danger?

Yes

You have a personal legal obligation to report Reportable Crimes to the police. The Safeguarding Office will assist you to report.

Immediately notify the Safeguarding Office. Complete **Reporting Form** and provide it to the Safeguarding Office.

The Safeguarding Office will report to the Police and will provide you with a copy of their report.

You may be obliged to report to the Child Welfare Commission.

Notify the Safeguarding Office **as soon as possible** using the **Reporting Form**.

The Safeguarding Office will consider the information and initiate further steps if required.

No

Do you believe a Child is otherwise at Risk of Significant Harm or the allegation constitutes Reportable Conduct? Or is an Adult at risk of harm or abuse?

Examples include neglect or psychological harm by an adult towards a Child or an Adult a risk to themselves or others.

Yes

No

Is the Respondent the member of the Congregation or an associate?

Yes

No

No further action required.

To report a Safeguarding Complaint, or if you have any questions, please contact:

Safeguarding Officer: +91 8143931718