SAMPLE FLOWCHART REPORTING CONCERNS PROCESS

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| **Who can report?** | Parent  Vulnerable adult | Child  Volunteer | Staff member  Any person |
| **What to report?** | Any abuse or safety concerns towards any person involved with <Sample Baptist Church>, including:   * disclosure of abuse or harm * allegation, suspicion or observation of abuse or harm * breach of Code of Conduct or other misconduct by a leader | | |
|  | **Call 000 if someone is in immediate danger** | | |
| **How?** | Face-to-face verbal report, email, telephone call, meeting.  Complete a Safe Church Concerns Form as soon as possible | | |
| **Who to?** | Safe Church Concerns Person or Senior Pastor  In the case that the allegation involves the Senior Pastor, contact the BUV Professional Standards Consultant  For general enquiries, advice or resources you may contact the BUV Safe Church Consultant | | |
| **What happens next?** | The person receiving the report will:   * offer to provide (or organise) support to the victim, their family, the person who reports and the accused staff/leader/volunteer * initiate internal processes to ensure the safety of the victim and any other vulnerable person * decide, in accordance with legal, insurance and ethical requirements, whether the matter should/must be reported to: police, Child Protection, CCYP, BUV and make report as soon as possible if required * observe privacy and confidentiality while investigations are undertaken by the relevant authority | | |
| **Outcome** | Investigation; outcome decided; relevant parties notified of outcome of investigation; disciplinary action taken (if applicable); policies, procedures reviewed and updated where necessary. | | |