

SCOTCH COLLEGE SAFEGUARDING INCIDENT REPORTING MAP



**Individual Staff member becomes aware of safeguarding incident and submits report.
AND/OR
Informs one or more of
P/VP/HofJS/CPO/Psychologist/HoS/HoH
of incident who then submits report.**

**Incident Reception Group
VP/CPO/Psych/HoJS/Risk Man.
Incident categorized according to type and severity**

**Actions appropriate to
incident category proceed.
(Incident may be re-categorised
if further information through
investigation warrants)**

**Incident reporter informed of
outcomes as appropriate**

**Outcomes recorded on
Reporting system, closing incident**