EK **PB**
East Kilbride Pipe Band

Reporting Procedures Flow Diagram

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┌─────────────────┐   ┌─────────────────┐   ┌──────────────────────┐
│ Individualdiscloses │ │   Observation   │ │ Information from another │
│                 │   │                 │ │   person or agency     │
└─────────────────┘   └─────────────────┘   └──────────────────────┘
```

┌────────────────────────────┐   ┌──────────────────────┐
│ Acknowledge information of │───────▶│   ENSURE THE   │
│   abuse. Take it   │   │   INDIVIDUAL's   │
│   │   │ IMMEDIATE SAFETY   │
└────────────────────────────┘   └──────────────────────┘

┌────────────────────────────────────┐   ┌──────────────────────┐
│ Make a full record of what has been │ │ Safeguarding Officer │
│ said, heard and/or seen as soon as │─▶│ establishes basic facts │
│ possible in the individual's own   │ │   │
│ words. Sign and date the report.   │ └──────────────────────┘
└────────────────────────────────────┘

┌────────────────────────────┐   ┌──────────────────────┐
│   IF UNAVAILABLE   │──▶│   Refer to RSPBA   │
│   │   │ Safeguarding officer │
└────────────────────────────┘   └──────────────────────┘

┌────────────────────────────┐
│   Refer to Chairperson   │
└────────────────────────────┘

┌────────────────────────────┐
│ If the allegation or   │
│ concern is confirmed   │
│ this is the next steps   │
│ are   │
└────────────────────────────┘

┌────────────────────────────┐
│ Outcomes determined   │
│ by or with advice from   │
│ Social Work   │
│ Services/Police   │
└────────────────────────────┘

┌──────────────┐   ┌──────────────┐   ┌──────────────┐
│   RSPBA   │   │ Safeguarding │   │ Criminal   │
│ Disciplinary │   │ Investigation │ │ Investigation │
│ Investigation │ │   │   │   │
└──────────────┘   └──────────────┘   └──────────────┘

┌────────────────────┐
│ Appeal Procedure   │
│   (if required) │
└────────────────────┘