



Reporting Concerns

To report a concern to or about Sidh Chailleann Art:

This could be a safeguarding report, a complaint, or any concerns about practises or people involved in Sidh C Art.

This is a report to be filled in at the time of the verbal report. If this is not possible, it will be a priority that it will be reported. These documents to be saved to a part of the Sidh C Art drive only accessible by DSL and DDSL.

If a written report is made at the time of reporting, the content of the written report to be copied and pasted into the section “Nature of concern”.

Designated Safeguarding Lead: Cally Maxwell 07811 873507
sidhchailleannart@gmail.com

Deputy Safeguarding Lead: Julie Hoggarth 07866378392
julie@drumandbrass.co.uk

If you make a report to another person involved with Sidh Chailleann Art, we ask that they contact either the DSL or DDSL as soon as possible, or take emergency action where necessary.

By email:

Send an email to either the Designated Safeguarding Lead(DSL) and Deputy Designated Safeguarding Lead (DDSL) with the subject title “Report a Concern”. You can outline your complaint and the DSL or DDSL will start the process below. They may ask for more details.



By phone:

Call either the DSL or the DDSL. They will make sure that they are in a position to take notes, and then will send an email summary of what you have discussed and start the process below.

In person:

Ask to make a report to the DSL or DDSL and they will make notes and follow the procedure below.

Report-making procedure

The following steps will be followed by the DSL or DDSL as soon as they know there is something to report.

- Step 1:* make report
- Step 2:* save report on Sidh C Art Drive
- Step 3:* share document with other safeguarding officer
- Step 4:* use traffic light system and follow appropriate action
- Step 5:* ensure the person raising the concern is contacted within 72 hours of report being made
- Step 6:* arrange a resolution with the person raising the concern
- Step 7:* mark the concern resolved

Traffic Light System:

Green: Verbal report made, form filled in and logged, no further action required

Amber: Verbal report made, form filled in and logged. If the concern includes a person, both safeguarding officers will be present and the person involved will be invited to bring someone with them as well.

When the concern involves a child, refer to NSPCC Scotland policy

Red: Verbal report made, form filled in and logged, appropriate authority contacted, both safeguarding leads to decide and implement further action.



Report

Name of person reported to:

Date reported:

Name of person raising concern /anonymous:

Nature of concern: