

Elmsgrove Community Arts CIC
Reporting Procedures Policy
Adopted on: 9th June 2025

1. Policy Statement

Elmsgrove Community Arts CIC (hereafter “ECACIC”) is committed to ensuring that concerns, incidents, and disclosures—whether safeguarding, health and safety, conduct-related, or general operational matters—are reported, documented, and handled swiftly, sensitively, and in accordance with relevant legislation and internal policies.

We believe that transparency, consistency, and confidentiality are essential in maintaining trust and safety across all of our programmes and interactions.

2. Scope

This policy applies to:

- All ECACIC personnel (paid staff, volunteers, contractors, and directors)
- Session participants (children, young people, and adults)
- External partners and visiting professionals
- Any member of the public engaging with ECACIC activities

It covers:

- Safeguarding concerns
 - Health and safety incidents
 - Disciplinary or conduct issues
 - Data breaches
 - Complaints or grievances
 - Concerns regarding lone working or equalities
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3. General Reporting Principles

- Concerns must be reported **as soon as practicably possible**, ideally on the same day they arise.
- Reports should be made to the **Designated Person**, most often the **Safeguarding Lead** or appropriate **Project Lead**, depending on the nature of the concern.
- Where the concern involves a conflict of interest with the designated person, it must be escalated to another director.

- In an emergency or where immediate risk of harm exists, individuals must contact emergency services **before** reporting internally.

4. Reporting Routes

Type of Incident	Primary Contact	Backup/Escalation Contact
Safeguarding Concern (Child/Adult)	Safeguarding Lead (Barry Elms)	Another Director
Health and Safety Incident	Health & Safety Officer (if assigned)	Director responsible for H&S
Complaint or grievance	Director (Barry Elms)	Another named Director
Data Protection/Breach	Data Protection Lead (Barry Elms)	Legal/Technical Adviser if applicable
Lone Working Concern	Project Lead or Session Facilitator	Director or Safety Officer

5. How to Report

Reports may be made:

- **Verbally**, followed by a written summary (preferred for safeguarding or H&S matters)
- **In writing** via email or physical form
- **Using ECACIC incident report forms**, where available (see Appendix A)

All written reports should include:

- Date, time, and location of incident
 - Names of individuals involved
 - A factual description of events
 - Actions taken at the time
 - Whether external authorities have been informed
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6. Confidentiality and Record-Keeping

- All reports are handled in confidence. Information is shared **strictly on a need-to-know basis**.
 - Reports will be logged securely in a designated, access-controlled location.
 - ECACIC retains records in accordance with its **Data Protection Policy** and current legislative requirements.
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7. Follow-Up and Feedback

- The designated officer shall ensure appropriate follow-up, which may include referrals, support for affected persons, and any necessary disciplinary or procedural reviews.
 - Where appropriate, the person making the report shall be updated on the actions taken and outcomes (subject to data protection limitations).
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8. Whistleblowing and Protection

ECACIC encourages a culture of openness and will support any person who, in good faith, reports a concern. Retaliation against whistleblowers will not be tolerated and may result in disciplinary action.

9. Monitoring and Review

This policy shall be reviewed annually by the Directors, or sooner if required due to legislative change or following a significant incident.

APPENDIX A – INCIDENT/CONCERN REPORT FORM

Elmsgrove Community Arts CIC – Confidential

1. Basic Information

To be completed as soon as practicable following the incident or concern.

- **Date of Report:** _____
- **Time of Report:** _____
- **Full Name of Person Completing Form:** _____
- **Role / Position:** _____
- **Contact Information (Phone/Email):** _____

2. Details of the Incident / Concern

- **Date of Incident:** _____
- **Time of Incident:** _____
- **Location:** _____
- **Names of Person(s) Involved:** _____

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- **Type of Incident (tick all that apply):**
 - ☐ Safeguarding (Child) ☐ Safeguarding (Adult at Risk)
 - ☐ Health & Safety ☐ Behaviour / Conduct
 - ☐ Data Protection ☐ Complaint / Grievance
 - ☐ Other (please specify): _____
 - **Description of Incident / Concern (factual, no opinions):**

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- **Immediate Action Taken:**
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3. Witnesses (if applicable)

- **Name(s):** _____
 - **Contact Information (if known):** _____
 - **Statements attached:** ☐ Yes ☐ No
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4. Has the matter been referred externally (e.g. emergency services, LADO, safeguarding board)?

☐ Yes ☐ No

If yes, please provide details:

- **Date/Time of Referral:** _____
 - **Name of Agency / Contact Person:** _____
 - **Advice or Action Taken by Agency:** _____
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5. Follow-up Actions Proposed or Taken (Internal):

- _____
 - _____
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6. Signature and Submission

- **Signature of Person Completing Form:** _____
 - **Date:** _____
 - **Received By (Safeguarding Lead / Director):** _____
 - **Date Received:** _____
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Confidential – This document must be stored securely in accordance with ECACIC's Data Protection Policy.

This policy was adopted by ECACIC on: 9th June 2025

Signed on behalf of the Management Committee:

Barry Elms – Director – _____

Next Review Date: June 2026

Committee Members Present at Review:

Date Name Signature