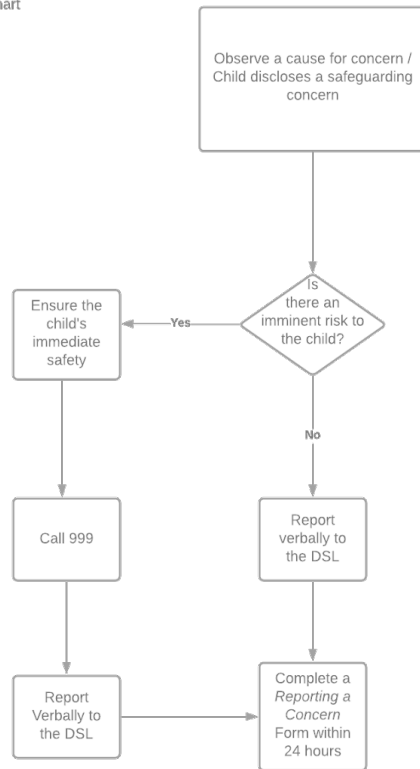


# Flow Chart of Safeguarding Reporting

National Youth Ballet  
Safeguarding Flow Chart  
May 2021



**Conducting a Conversation**

1. Keep calm
2. Allow the child to talk freely
3. Do not interrogate
4. Reassure the child "you've done the right thing"
5. Let them know that you have to pass on what they have told you to keep them safe

**How to report**

1. Take as many notes as possible as soon as possible
2. Use direct quotes
3. Remain objective and report what you have been told.
4. Use specific words and phrases.
5. Do not speculate or infer.
6. Record the date, time and venue.