Recognising and Reporting Concerns

Fictional disclosure: “Money has gone from my purse. Please don’t tell anyone.” You have not witnessed theft. No immediate danger is apparent, but the concern needs attention.

Write a listening response without promising secrecy.

Your response: _____

What are the person’s words, and what have you actually observed?

Your response: _____

What immediate safety questions or actions may be needed?

Your response: _____

Name the reporting role and alternative if implicated.

Your response: _____

Write a factual report and the follow-up question.

Your response: _____

Learning guidance

Do not search belongings, confront an alleged person or decide the allegation is proved. Report the disclosure accurately and use appropriate safeguarding support.

This is a learning worksheet, not workplace competency sign-off.