D2 - PARENT, EMPLOYER OR LEARNER

RAISES A CONCERN OVER SWATPRO TEAM MEMBER

**Learner, employer or parent/carer raises a concern over a Swatpro Team Member**

**Reported to another member of staff**

**Report to Safeguarding Lead immediately**

**Feedback where required on actions taken. Limited to those who MUST know**

**Follow procedures in 8c**

**Safeguarding Lead/CEO to undertake an internal investigation**

**Inform relevant internal parties:**

* **CEO**
* **Line Manager**
* **CEO – to consult with HR Specialist**

**Inform relevant external bodies**

* **Police**
* **DBS**
* **Local Authority Designated Officer**

**Appropriate HR employment action taken**

**Further Investigation if required**

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