

What and When to Report to Us (If You Have Funding)

Immediate Action

Before contacting us, ensure the safety of everyone involved. This also applies to any partners you are working with.

Reporting Timeline

Report serious safeguarding incidents to us within 10 working days, or sooner if possible. Inform your usual contact at Foundation Scotland or our safeguarding lead at helen@foundationscotland.org.uk

Typically, you should do this once you decide to investigate the incident or refer it to the authorities or regulator.

Definition of Serious Safeguarding Incidents

A serious safeguarding incident is any non-routine incident for your organisation, including confirmed or alleged incidents. While we understand some organisations may have regular safeguarding incidents, only serious incidents need to be reported to us.

Criteria for Reporting

You must report an incident if it:

- Is not routine for your organisation
- Might be reported to an authority (like the police)
- Might lead to media coverage

Information Required When Reporting an Incident

When reporting an incident, provide us with:

- An overview of the incident, excluding any identifying details of those involved
- A summary of the actions taken and future plans, including whether the incident was reported to authorities or regulators
- Any lessons learned or recommendations to prevent similar incidents in the future

Ongoing Investigations

We understand that safeguarding incidents can be complex and may take time to resolve. If all necessary information is not immediately available, we may request updates until the incident is fully resolved.