

The 3 Rs

If you receive information indicating a possible risk of immediate harm to, or a report of current or historical abuse of, a child or adult then follow these 3 steps:

1. REASSURE

- They did the right thing by telling you
- They are not in trouble
- You will tell someone who can assist them
- Everyone has a right to feel safe and protected

2. RECORD

- Immediately (or as soon as it is practical) anything that you are told or that you observe
- Only the facts (no subjective statements)
- Include the date, time, parties involved
- Sign the record

3. REPORT

- Children regarded as being currently at risk of harm
- Any form of abuse (including physical or sexual assault, ill-treatment or neglect, psychological harm)
- Professional misconduct in the workplace (including sexual misconduct, crossing professional boundaries, violence, bullying, harassment)