



Report a safeguarding concern [here](#) or by clicking the QR code:



### To report a concern, follow these easy steps:

- On the Ethicspoint home page (with 5 purple circles on it), click 'Report a Concern Online'
- Select the country in which you are located from the drop-down menu
- Select the country in which the concern took place from the drop-down menu
- Press 'Continue'
- Read the BBC Privacy Notice, and if in agreement, select 'I CONSENT' and press 'Continue'
- Select who the concern relates to from the on-screen options

### Ethicspoint secure area – this allows you to provide details of your concern;

- Firstly, if you agree to the Terms & Conditions of making the report, select 'Yes' in the box at the top of the page.
- Provide as much information as you can into the on-screen boxes. Questions marked with an Asterix\* are mandatory.
- Once you have provided details of your concern, create a password for the report. This will allow you to re-enter the Ethicspoint portal to provide further information, or to respond to any questions the BBC Safeguarding Team may have.
- Click 'Submit Report'
- The final screen provides you with a report key – again, keep a note of this as you will need it to access the Ethicspoint portal once your report is submitted.

## Definitions

**Child:** In the UK, a child is a person who is under 18 years of age and therefore is afforded extra rights to protection and welfare.



**Vulnerable Adult:** In the UK, a vulnerable adult is classed as anyone over 18 who is unable to protect themselves due to age, illness, disability or learning need.



## What Sort of Concerns Should I Report? (Not exhaustive)...



Someone telling you they are being harmed or hurt or neglected



Being sad, depressed, withdrawn or acting out of character



Spends a lot of time online or on mobile & is very secretive



Someone shouting at a child or behaving inappropriately



Refusal of food, or limiting what is consumed



Sexual knowledge beyond their age expectation



Undertaking caring responsibilities for a parent or relative



Use of alcohol or illegal drugs, including cigarettes/vapes

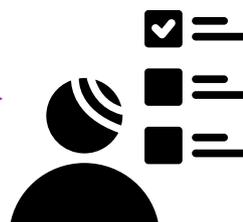
## What Happens Next?

When a report is received, the BBC Safeguarding Team triage it against the BBC Safeguarding Escalation Framework (SGEF).

The SGEF is a series of criteria which determines the severity of the concern and what action should be taken in order to protect those at risk of harm.



Report Received



Triaged by BBC Specialist



Advise



Signpost



Refer

