

# 3R's to Responding to abuse disclosures or safeguarding concerns



## Respond

- If observed, address concerning conduct immediately.
- Be available & prepared to receive disclosures.
- Listen with an open mind & heart.



## Record

- Make a written record as soon as possible.
- Record what was seen, heard or disclosed.
- Make it accurate & reliable.



## Refer

- Notify the appropriate person or authority as soon as possible.
- Provide your record & keep a copy.
- Record when & to whom you referred the matter.



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