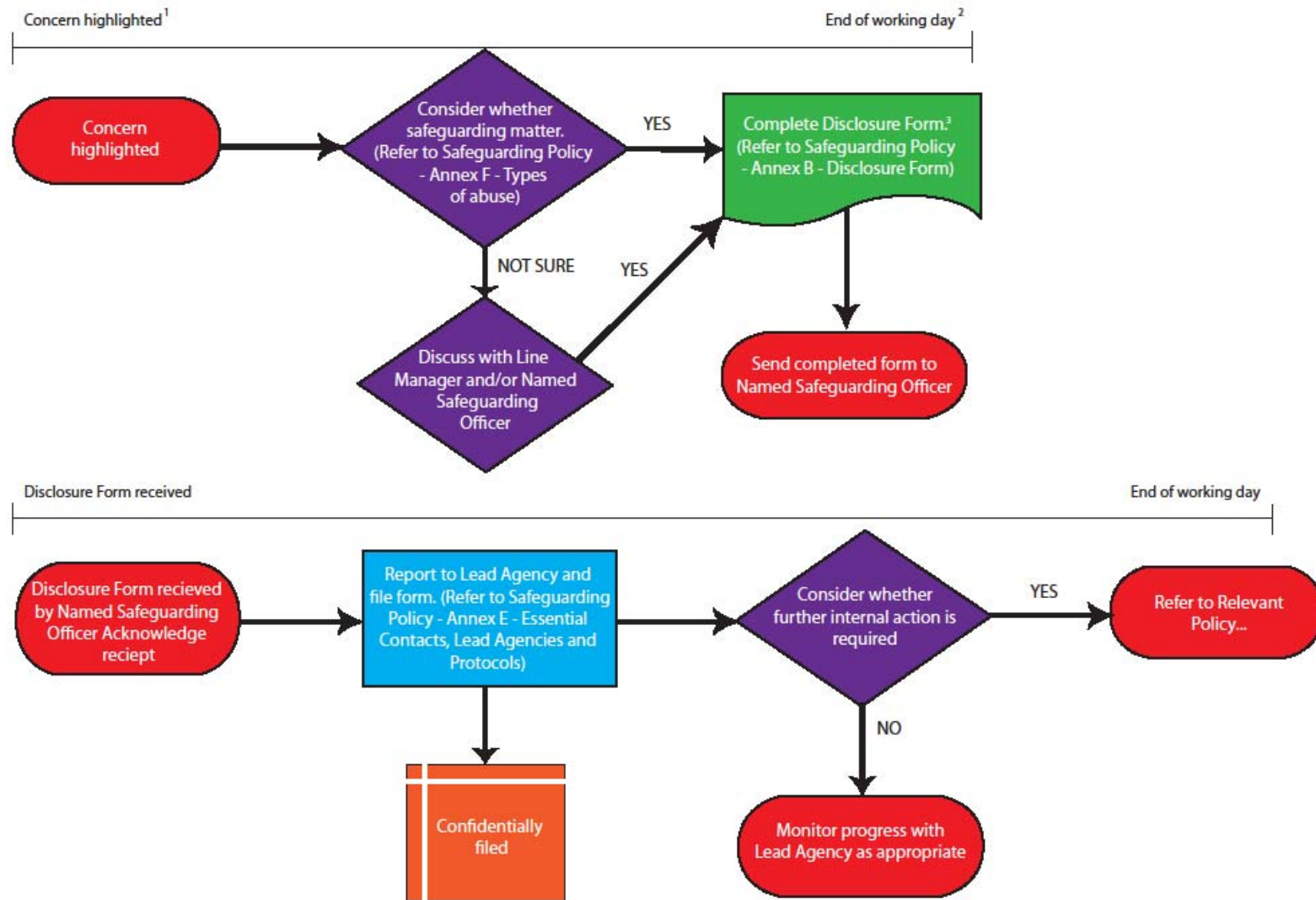



# ANNEX A: MALVERN HILLS DISTRICT & WYCHAVON DISTRICT COUNCILS FLOW CHART FOR REPORTING DISCLOSURES



<sup>1</sup> A disclosure can be highlighted by; witnessed in person or raised by a third party internally or externally.

<sup>2</sup> All concerns must be dealt with by the end of the same working day.

<sup>3</sup> Verbal disclosures will be accepted by the Named Safeguarding Officer under certain circumstances i.e no access to Disclosure Form.

 Indicates the beginning or end

 Indicates a decision point

 Indicates data that can be read

 Indicates any processing function

 Indicates internal storage