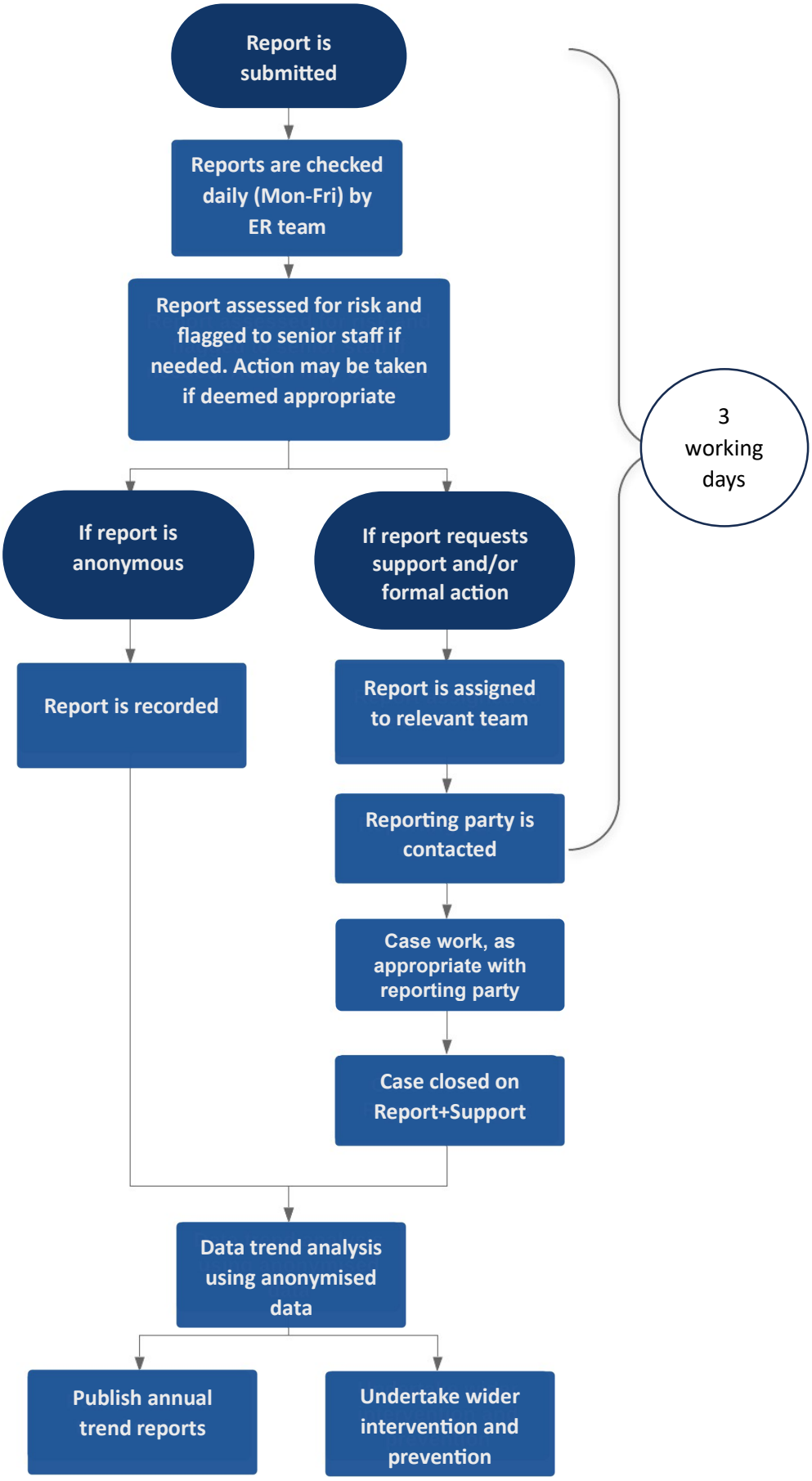
Report is submitted
Reports are checked daily (Mon-Fri) by ER team
Report assessed for risk and flagged to senior staff if needed. Action may be taken if deemed appropriate
If report is anonymous
If report requests support and/or formal action
Report is recorded
Report is assigned to relevant team
Reporting party is contacted
Case work, as appropriate with reporting party
Case closed on Report+Support
3 working days
Data trend analysis using anonymised data
Publish annual trend reports
Undertake wider intervention and prevention