

## 5.10 Ranking activity

Answer:

The correct chronological order is:

1. The safeguarding concern is reported to the Safeguarding Officer/Focal Point.
  2. Gather more information, if necessary.
  3. Convene a Safeguarding committee.
  4. If the concern is serious and is a breach of the Code of Conduct, start an internal investigation.
  5. If an investigation takes place, consider suspending the Subject of Concern and/or the programme, if necessary.
  6. If an investigation takes place, receive a report with the findings.
  7. Undertake disciplinary action, if appropriate, in line with organisational HR processes.
  8. Ensure that learning from the case is incorporated back into the organisation.
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