



MUSIC LEARNING COLLECTIVE

Reporting a Concern about us or to us

Version 1.0

Owner: Director of Operations

Approved by: Quality and Standards Committee

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Reporting a Concern (about us/to us)

If you have a concern of any kind to raise in regards to an examiner or staff member's conduct towards a child or adult at risk taking an exam or qualification then please complete the form below.

Please give as many details as you can and then send a copy securely to the MLC Designated Safeguarding lead.

Concern Details

Full name of the child/vulnerable adult	
Full name of the MLC staff member/examiner	
Exam date/ locations	
Disclosure or witnessed circumstances?	
Details of concern (please indicate if you have any notes or evidence in regards to the concern. You may be called upon to provide this if the report is escalated).	
Reported by	
How do you know the child/vulnerable adult?	

MLC takes any allegations about children and adults at risk very seriously and encourages any concerns about its examiners or staff to be shared.

