

**FLOW CHART: FROM THE REPORT OF THE EVENT UP TO THE INITIATION OF THE INVESTIGATION**

<b>CAP Hierarchy of Authorities</b>	<b>Executive Authority</b>	<b>CAP Events</b>	<b>Recipient of Event's Information</b>	<b>Recipient's Immediate Action</b>	<b>CAPC's Actions</b>	<b>PCAPT's First Actions</b>
<ul style="list-style-type: none"> <li>• Board of Directors</li> <li>• Director General</li> <li>• CAPC</li> <li>• PCAPT</li> <li>• PTRMCAPC</li> <li>• Senior Teacher</li> <li>• Senior Coworker</li> </ul>	<b>CAPC</b>	<ul style="list-style-type: none"> <li>• Crime</li> <li>• Abuse</li> <li>• Bullying</li> <li>• Risk Situation</li> <li>• Suspicions</li> <li>• Disclosure</li> <li>• Suggestion for Improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher</li> <li>• Member of Staff</li> <li>• Parents</li> <li>• Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• If the incident is a crime, according to the Nicaraguan legislation, informs the Attorney General's Office and the Director General</li> <li>• Produces and hands over a report to the CAPC or Substitutes where appropriate</li> </ul>	Orders precautionary or preventative measures to PTRMCAPC	Assesses the report's information
		Developing incident		Contacts the CAPC	Submits report to PCAPT	Gives instructions to PTRMCAPC to collect supplementary information and evidence
		Opens CAP instructions				

**DEVELOPMENT OF THE INVESTIGATION FROM THE INITIATION UP TO THE FINAL RESOLUTION**

<b>Authorities' Actions</b>		<b>Actions of People Involved</b>
<b>PCAPT</b>	<b>Director General</b>	<b>CAP / Victim (Representative) / Suspects</b>
<ul style="list-style-type: none"> <li>• Notifies the initiation of the investigation to the people involved</li> <li>• Notifies the initiation of the investigation to the parents of the people involved</li> <li>• Orders the PTRMCAPC to gather legal evidence</li> <li>• Decides the case hearing</li> <li>• Listens to the initial allegations of the CAPC and the parents of the victim, if any</li> <li>• Listens to the initial statements of the accused persons and their parents, when it comes to minors</li> <li>• Receives the evidences at a hearing with the persons involved</li> <li>• Listens to the closing allegations of the persons involved</li> <li>• Issues a resolution at a hearing</li> <li>• Notifies the resolution in writing</li> <li>• Notifies the Director General to instruct the compliance of the resolution</li> </ul>		<ul style="list-style-type: none"> <li>• Participates in the hearing</li> <li>• Formulates the opening allegations</li> <li>• Provides evidence</li> <li>• Formulates closing allegations</li> <li>• Listens to the resolution</li> <li>• Receives communication about the resolution</li> </ul>
<ul style="list-style-type: none"> <li>• Receives a request for review</li> <li>• Notifies the review to the persons involved</li> <li>• Summons the persons involved to a review hearing</li> <li>• Listens to allegations in review</li> <li>• Issues a resolution in review</li> <li>• Receives request of appeal with grievances of the appellant</li> <li>• Notifies the persons involved about the appeal</li> <li>• Receives grievance arguments from the appellee</li> <li>• Sends the file to the Director General (Board of Directors where necessary)</li> </ul>		<ul style="list-style-type: none"> <li>• If in disagreement with the resolution, requests a review and expresses grievances (appellant)</li> <li>• Receives communication on the review and replies to grievances (appellee)</li> <li>• Participates in the review hearing and formulates allegations</li> <li>• Listens to the review resolution</li> <li>• Receives communication about the review resolution</li> <li>• If any of the persons involved disagrees, he/she lodges an appeal with grievance expressions (appellant)</li> <li>• Receives communication of appeal and replies in writing to grievances</li> </ul>
	<ul style="list-style-type: none"> <li>• Summons appeal hearing</li> <li>• Listens to the appellant's allegations</li> <li>• Listens to the appellee's allegations</li> <li>• Issues a final resolution</li> <li>• Instructs the compliance of the resolution</li> </ul>	<ul style="list-style-type: none"> <li>• Participates in the Appeal hearing and formulates oral allegations (grievances &amp; replies) before the Director General</li> <li>• Listens to the Director General's final resolution</li> <li>• Receives written communication on the final resolution</li> <li>• Complies with that which is ordered in the final resolution</li> </ul>