

Safeguarding Incident Reporting Form

Victim/survivor must consent to their name being used. Where they do not consent, let them know what information is being provided in the form and how that information will be used.

Your information			
Name			
Email			
Contact number(s)			
Name of organisation		Your role	
Personal information known about the victim/survivor (if this information is being provided)			
Name		Gender	
		<ul style="list-style-type: none"> ● Female ● Male ● Other 	
Date of Birth			
Age			
Is the victim/survivor a programme participant?			
<ul style="list-style-type: none"> ● No ● Yes If yes, provide details:			
Is there any other information that would be useful to share? E.g. languages spoken, accessibility requirements etc.			
Is the victim/survivor currently safe?			
<ul style="list-style-type: none"> ● No ● Yes ● Don't know 			
What security measures are required to make the victim/ survivor safer?			
Contact information about the parent/carer (for children under 18 and vulnerable adults if known)			
Name (s)			
Address			
Contact number(s)			
Email			
Have they been notified of this incident?	● No	Please explain why not	
	● Yes	Please give details of what was said/actions agreed	
Information about the subject of the complaint			
Name			

Gender	
Age	
Name and address of organisation	
Role	
Email	
Contact number (s)	
Is there any other information that would be useful to share? E.g. where are they now, are they aware of the complaint.	
Incident details (Attach a separate sheet if more space is required)	
Please provide details about the reported safeguarding allegation or concern including dates, names, observations of behaviour, injuries, emotional state, and the victim/survivor account of the incident (if known) and any witness accounts.	
Any advice sought	
Please provide details of who else has been informed and advice given.	
External agency involvement	
Has the incident been reported to any external agencies	<input type="radio"/> No <input type="radio"/> Yes - Please provide details
Name of organisation/agency	
Contact person	
Contact number(s)	
Email	
Agreed action or advice given	
Action Taken	
Please provide details of action taken to date.	
Declaration	
Your signature	
Print name	
Date	

ALL INFORMATION MUST BE HELD AND HANDLED SECURELY IN LINE WITH THE REPORTING AND INVESTIGATION PROCEDURES AND DATA PROTECTION REQUIREMENTS

**You can contact the fraud and safeguarding investigation teams
 email the secure email address: reportingconcerns@fcdo.gov.uk.
 phone the confidential hotline on +44 (0)1355 843747**