



SAFEGUARDING INCIDENT REPORTING FORM

We are committed to treating everyone with care and respect, and building a world where healthy relationships are restored and where violence, harassment and abuse are not tolerated. It is of paramount importance to us that we safeguard and protect all our partners, representatives, staff, supporters and, above all, some of the world's most vulnerable people in the communities we serve.

The information in this form is confidential. It should be sent to **safeguarding@happychild.org**. It will be reviewed by HCI's Safeguarding Officer who will determine the appropriate action to be taken to protect those involved and keep them safe from harm.

Try to complete the whole form, only leaving blanks if you have no knowledge. Clearly state if the information reported has been personally observed (i.e. first-hand information) or you have been informed by a third party (hearsay information).

PART 1 - About you

Your Name:

Your relationship to HCI: (e.g. HCI staff member, HCI board member, HCI volunteer, HCI intern, consultant hired by HCI, HCI supporter, staff member of a partner organisation etc.)

Your contact details

Address:

Tel.:

Email address:



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PART 2 - About the Child or vulnerable adult

Alleged victims' name, gender, ethnicity, nationality, approximate age, if known (if more than one alleged victim, provide information for each person):

1- Alleged victim's address (if the address is not known please provide the town, village or area where they live, if known) Who does the alleged victim live with?

2- Is the alleged victim in a safe place and receiving appropriate care?

3- Are there any immediate medical or safety issues for the child or vulnerable adult?

4- Are there any immediate medical or safety issues for anyone else involved in this incident?

5- Does the alleged victim have any disability or special needs?

6- Are there any cultural issues to consider?

Is the alleged victim

A HCI staff member or representative?

A staff member of a partner organisation? or

Someone from the community?



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PART 3 - What has happened?

In this section we want to know details about the incident or cause for concern. The more information you can provide, the easier it is for us to decide how we can help. The information provided in this section will be treated as confidential.

Is the person identified as **responsible** for the incident

- A HCI staff member or representative?
- A staff member of a partner organisation? or
- Someone from the community?

Nature of the concern / allegation (What are the circumstances? What is alleged to have happened?)

Date, time and location of the incident, if known.

Was the concern / incident observed or suspected by you or someone else?

(If someone else please give their name and contact details if known)

What was actually said by the alleged victim (in their words) and what did you say?



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FORM

What action has been taken since, if any?

Date and time this report was completed.

Date:

Time:

Please send the completed form to: safeguarding@happychild.org