



# Safeguarding Reporting Form

## Instructions

### Completion instructions

This form is designed to report any safeguarding incidents or concerns at a UWW Event. Once completed it must be submitted as per the organisation's reporting protocols.

In an emergency please do not delay in informing the police or social services.

### This form has 5 sections focusing on the following:

1. Person receiving the report/disclosure.
2. Information about the victim/survivor.
3. Information about the alleged perpetrator/subject of complaint.
4. Basic information about the incident, more details will be taken in a more secure manner, and during any case management or investigation stage. Persons making reports should not be pushed on details that they cannot remember.
5. Key contact persons, including witnesses.

## Best practice notes for users

- I. This form and the data contained within it is **CONFIDENTIAL**. Only essential authorised personnel - those who 'Need to Know' - should have access.
- II. **Take care not to retraumatise victim/survivor or witnesses to incidents** by asking them unnecessary or unclear questions or making them repeat themselves.
- III. **Do not promise anything, including a particular outcome from reporting.** If you do not have the answer, tell them so.
- IV. If the victim/survivor is a minor, they should have an adult of their choosing accompanying them.
- V. **Informed consent/survivor-centred approach:** Help victim/survivors, including children, make empowered and informed decisions for themselves. The survivor-centred approach is vital to healing and is an essential part of their recovery.
- VI. **Provide support and practice non-judgmental language when receiving a disclosure directly from a victim/survivor.**



1. Details of person receiving the report/disclosure	
Date/time report received	
Name and designation of staff member	
Reporting channel used	Face-to-Face <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Other <input type="checkbox"/>

2. Details of the person at risk/affected/alleged victim	
Full name	
Age (D.O.B)	
Gender	
Nationality	
Mobile	
Email	
Address	
In case of a minor, accompanied by parent(s)/guardian(s)	
Name	
Relationship to the person affected	
Contact	
Address	

3. Alleged Perpetrator(s)/Subject of Complaint	
Full name <i>(if known)</i>	
Gender	
Age <i>(if known)</i>	
Nationality <i>(if known)</i>	
Relationship to the alleged victim	
Contact <i>(if known)</i>	
Address <i>(if known)</i>	



4. Details of the incident (please describe in detail using only the facts)	
Date/time <i>(to best of recollection)</i>	
Location	
What happened? Description of the incident or concern.	
<div></div>	



5. Other present or potential witnesses	
Name	
Contact	
Address	
Additional relevant information <i>(please detail anything else that may be helpful or important)</i>	

## Print Name

## Date & Place