

## SAFEGUARDING INCIDENT REPORTING FORM

EC is committed to ensuring that every person associated with its work is safeguarded from harm. This form should be used to report any incident/concern related to EC staff, volunteers, trustees, consultants, and associated personnel.

Whereas we will take every effort to maintain confidentiality, we will act depending on the severity of the report or incident. We will always aim to seek consent before acting unless the contents of this form put you, or others, at immediate risk of harm or danger. In this case we are obliged to pass the concerns on, in a sensitive manner, to relevant authorities. We will always inform you of actions taken.

You may wish to submit your concerns anonymously. However please be aware that anonymised reports can limit further investigation. If you wish to disclose your name on a confidential basis, we will make every effort to maintain this confidence.

Please return this form to our confidential email: [safeguard@europecares.org](mailto:safeguard@europecares.org)

### 1. Reporter's details<sup>4</sup>

Date and time	
Name of person making the report <sup>4</sup>	
Your location	
Your contact details, including email address and phone number(s)	

### 2. Type of incident

Individual(s) involved	
Date and time of the incident	
Location of incident	
Identity the nature of the incident	Child Adult Sexual Safety / Safeguarding Safeguarding

<sup>4</sup> If you would prefer to stay anonymous, you can leave this box empty.

	Exploitation Security

### 3. Details of allegations/concerns

Summary of the incident. Please state in a few words what the incident/concern comprises.	
Details of the incident. Who is supposed to have done what, to whom, when, where, who else was present? (please include facts, not opinions)	
Were/are there any (other) witnesses? <sup>5</sup> If yes, and where the witnesses are happy to be contacted by EC, please give their contact details.	
Are there any other factors you would like us to consider?	

### 4. Immediate action

Brief summary of any steps already taken.	
Has anyone else been informed of the matter? Please provide details of the name of the agency and of the contact person, and relevant email addresses and phone numbers.	

### 5. Preferred next steps.

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<sup>5</sup> We ask this question because witness testimony can help further investigation, however it is not required.

<p>What would you like to happen next in relation to this report?</p>	
<p>How would you like the Designated Safeguarding Lead to contact you about this report? Please give your email and telephone number.</p>	