Incident Reporting (Safeguarding/SEA)

DO NO HARM: Ensure privacy. Do not collect unnecessary identifiers. Stop if unsafe.

Type of report *
- ◉ Concern (no incident confirmed)
- ○ Incident occurred
- ○ Allegation against staff/partner

Reporter role *
- ◉ Client
- ○ Staff
- ○ Partner
- ○ Community member

Survivor age group *
- ◉ Under 18
- ○ 18+

Urgency level *
- ◉ Immediate danger
- ○ High risk
- ○ Medium
- ○ Low

Is it safe to proceed now? *
- ◉ Yes
- ○ No

Stop here. Provide hotline/referral as per protocol. Do not record details.

Minimal report details (non-identifying)

Incident date (if known)

General location (no addresses)

Brief summary (avoid names/IDs) *

Safe contact method *

◯ No contact

◯ Phone call

◯ SMS

◯ In-person

Safe phone number (if applicable)

Immediate action taken *

☐ Referred to appropriate services

☐ Escalated to safeguarding focal point

☐ Documented only

☐ Other

Other action taken