

Poor Practice Issues and Child Safeguarding & Protection Concerns Reporting Form

1. Report is on () Poor Practice () Child Protection Concern () Not sure
2. Date of incidence: ____ / ____ / ____
3. Location of incidence: _____
4. Time of incidence: _____
5. Please provide below details to the best possible extent.
 - a) Please briefly mention the poor practice or Child protection concern and how it has affected the child.
 - b) Available details of the affected child (Name, child's/parent's mobile number address, school, class)
 - c) Did you witness the reported incidence/ concern? Yes/ No
 - d) If no, who told you about it: (Name, mobile number, address)
 - e) Available details of eye witnesses: (Name, designation, organization, mobile number, address)
 - f) Do you have any evidence or photos/ videos to help us take befitting action? Yes/ No
 - g) Are you willing to share further details of the concern and the evidence or photos/ videos, if we contact you? Yes/ No

h) Any suggestions for improvement?

6. Your details please:

Name: _____

Age: _____

Mobile/WhatsApp: _____

Address: _____

Your relationship with affected child: _____

We thank you for your inputs which will help us take appropriate action and strengthen our Child Safeguarding and Protection efforts. We assure you of maintaining complete confidentiality.

Pankaj Mahajan

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