

How to File a Report

Step-by-Step Guide to Reporting GBV Incidents Safely

◆ **1. Ensure Your Safety First**

Before taking any action, make sure you are in a safe environment. If you're in immediate danger:

- Call for help or alert a trusted person
- Move to a safe location, like a friend's home, hospital, or police station
- If needed, contact a helpline for emergency rescue

 **Kenya GBV Hotline: 1195 (24/7, toll-free)**

◆ **2. Seek Medical Attention (If Needed)**

If the incident involved physical or sexual violence:


- Go to the nearest hospital or health center within **72 hours**
- Request a **Post-Rape Care (PRC) form**
- Ask for **PEP** (Post Exposure Prophylaxis) to prevent HIV
- Get emergency contraception if needed
- Ensure all medical documentation is issued and kept safe

Health workers are required by law to treat GBV survivors with dignity and confidentiality.

◆ **3. Visit the Nearest Police Station**

Go to the **Gender Desk** or report to any officer:

- Clearly explain what happened
- Provide your **PRC form** and any available evidence (photos, texts, clothes, witness info)
- Ask for an **OB (Occurrence Book) number** and write it down
- Request a **P3 Form** for documenting physical injuries (free at police stations)

 *If you don't feel comfortable, you have the right to ask for a female officer or bring a support person.*

◆ 4. File the P3 Form

After getting the P3 Form:

- Take it to a **government hospital or authorized medical officer**
- They will assess your injuries and fill in the form
- Return the completed form to the police to attach to your file

◆ 5. Gather and Preserve Evidence

This can include:

- Medical records, prescriptions, lab results
- Screenshots of messages or threats
- Voice recordings (if legally permissible)
- Clothing worn during the incident (unwashed)
- Names and contacts of any witnesses

Keep everything in a safe place or with someone you trust.

◆ 6. Follow Up Regularly

- Get your case number and the investigating officer's name
- Check in weekly or bi-weekly with the police station
- Request updates on arrests, court dates, and any developments
- Ask for legal aid or advocacy if you face delays

☐ **Safe Nest Kenya and FIDA-Kenya** can help follow up or intervene if your case stalls.

◆ 7. You Can Report Anonymously

If you fear retaliation or stigma:

- Call **1195** for confidential help

- Use a trusted community-based organization (like *Safe Nest Kenya*) to assist with anonymous reporting
- Speak to a **paralegal** or **social worker** who can report on your behalf

◆ 8. Seek Legal and Emotional Support

Reporting can be overwhelming. You do not have to do it alone.

- Contact legal aid providers for advice and representation
- Talk to a counselor or join a survivor support group
- Bring someone you trust to accompany you

📋 Quick Checklist:

- ✓ Safe place secured
- ✓ Medical care received
- ✓ OB number noted
- ✓ PRC and P3 forms handled
- ✓ Evidence preserved
- ✓ Support person or organization engaged
- ✓ Legal or psychosocial support arranged

📌 Resources

Organization	Support	Contact
Safe Nest Kenya	Survivor support & guidance	+254 XXX XXX XXX
GBV Hotline Kenya	24/7 emergency line	1195
FIDA Kenya	Legal aid for women	www.fidakenya.org
LVCT Health	GBV recovery centers	www.lvethealth.org
Childline Kenya	Child protection	116

💡 Final Note

You have the **right** to report abuse. You have the **right** to be believed.

You have the **right** to justice—**at your pace, in your way.**

Safe Nest Kenya is here to walk with you.

SAFE NEST KENYA 2025