

APPENDIX D

Template for Reporting a Safeguarding Concern

ABOUT THE REPORTER	
Do you wish to remain anonymous?	
If 'Yes', then this section is not mandatory	
Your first name:	
Your last name:	
Date and time of incident	
Telephone:	
Email:	
Nationality:	
Current Location	
DETAILS OF THE ORGANISATION RELATED TO THE INCIDENT	
Provide details of any person or organisation involved in this incident(s)	
Name or organisation: Where the incident occurred or where the concerned person(s) work e.g. international federation, national federation/ member organisation/club/association, local organising committee etc. (please specify)	
City of incident(s):	
Country of incident(s):	
Any contact information (if available, like phone number, email id etc. of the managing official or concerned safeguarding official)	
Provide details of any action taken to date in response to the concern/incident (include by whom and when). For example, has it been reported to anyone else?	
ABOUT THE INCIDENT(s)	
Please provide the name of the individual(s) or entity(ies) you want to report	
What is the incident about? (e.g. relating to which safeguarding issue or violation of which right etc., as per the understanding of the person reporting)	

Date(s) (If exact date not possible, then the relevant period be mentioned)	
Location(s) (e.g. address of club or premises, or other such location)	
What exactly happened? (Provide a description of the incident(s) in as much detail as possible)	
Did you witness the incident(s), or was it reported to you by someone else?	
Is the incident continuing to take place?	
Do you believe that it may happen again?	Yes / No / comments
Do any other people know about the incident(s) and could have additional information about it?	Yes / No / comments
Do you have any evidence of the incident(s) and, if so, what?	Yes / No / comments