

Aparajeyo-Bangladesh: Child and Young People's Safeguarding Policy
Reporting Form for Suspected Abuse

If you have knowledge that a child's/young person's safety might be in danger, please complete this form to the best of your knowledge. Please note that child safeguarding concerns must be reported directly to the designated contact person immediately (preferably within the same working day). You may wish to complete this form *before* contacting the designated person in your organization's reporting process *or* you may wish to complete the report *after* contacting the designated person. This report is to be used as a tool to develop the most un-biased information-based report possible. For confidentiality reasons, the report should be written and signed solely by you. It should be sent *only* to the designated contact person. It will be held in a safe and secure place and treated in the strictest confidence.

1. About You

Your name: _____

Your job title: _____

Workplace: _____

Your relationship to the child/young person: _____

Contact details: _____

2. About the Child/Young Person

Child's/Young Person's name: _____

Child's/Young Person's gender: _____

Child's/Young Person's age: _____

Child's/Young Person's address: _____

Child's/Young Person's guardians (if any): _____

3. About your Concern

Was the abuse observed or suspected? _____

Is this concern based on first-hand information or information divulged to you by someone else?

(If so, who?) _____

Did the child/young person disclose abuse to you? _____

Date of the alleged incident: _____

Time of the alleged incident: _____

Location of the alleged incident: _____

Name of alleged perpetrator: _____

Job title: _____

Nature of the allegation:

Your personal observations (*visible injuries, child's/young person's emotional state, etc.*) [N.B. Make a clear distinction between what is fact and what is opinion or hearsay]

Exactly what the child/young person or other source said to you [if relevant] and how you responded to him or her: [Do not lead the child/young person. Record actual details]

Any other information not previously covered:

Were there any other children/young people/person(s) involved in the alleged incident?

Action Taken:

Signed: _____

Date: _____