



**Missing
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Missing Children Europe's Child Protection Policy v June 2021

Next review by the Board of Directors: June 2023





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Section 1: Introduction

Missing Children Europe (MCE) believes that all children should be able to rely on effective and holistic systems of child protection, where all measures are taken to empower and protect them from harm. Our mission is to enable the development of these systems by creating the link between research, laws and professionals on the ground to better safeguard children from any risk of violence and abuse that may lead to them going missing.

The key values at the heart of MCE are:

- **Transparency & Reliability:** Cooperation is at the heart of Missing Children Europe's work, which is why Missing Children Europe's staff and members commit to be a fully reliable and transparent partner.
- **Adaptability:** Missing Children Europe's staff and members understand that the world changes rapidly and that we must remain effectively responsive to these changes.
- **Commitment:** Missing Children Europe's staff and members are strongly committed to taking all necessary actions for the realization of the Organization's mission and always in the best interest of the child.
- **Efficiency:** Missing Children Europe's staff and members aim to make the most out of the resources available and to strive towards maximum efficiency in their work.

Missing Children Europe (MCE) acknowledges its responsibility to safeguard the welfare of every child and young person and to ensure that no harm comes to them in any situation during their involvement with the Organization.

1.1 An embedded and holistic approach

The disappearance of a child is, in the majority of cases, linked to underlying multiple protection challenges, including violence, abuse and neglect, as well as broader challenges related to migration, family conflict and more. It is embedded in a series of different factors and events related to the child's physical and psycho-social wellbeing, family environment, socio-cultural community and socio-economic context.

Missing Children Europe promotes an embedded and integrated approach focused on the disappearance of children but with appropriate attention to the upstream and downstream causes and effects of child disappearances. By embedding the issue of missing children in the broader context of causes and consequences linked to child disappearances, Missing Children Europe strives to protect them from harm and to develop sustainable solutions.

The prevention and response to the various child protection challenges faced by missing children involves a wide range of stakeholders concerned with and responsible for different aspects of the situation. Any effective response to the disappearance of a child must therefore take this multiplicity of actors into account.

With this in mind, Missing Children Europe's strategy is built on a partnership approach by connecting the different complementary players whose work can impact the child at risk of going





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missing. In doing so, Missing Children Europe wishes to contribute to the development of integrated child protection systems in line with current European and international policy recommendations and developments.

1.2 Scope

Missing Children Europe's child protection policy is developed to ensure that the highest standards of protection are in place in order to avoid any harm to children during their involvement with activities led by MCE.

Missing Children Europe's child protection policy applies to:

- All of MCE's board members, staff, interns and volunteers.
- All those involved in MCE activities such as consultants, partners, and trainers.
- All adults involved, both directly and indirectly, with children for MCE activities.
- All those participating in MCE activities under different capacities, such as journalists, sponsors, and donors. This list is not exhaustive.

1.3 Key safeguarding principles

Missing Children Europe shares the same philosophy of respect for children's rights outlined in the United Nations Convention on the Rights of the Child, and has built on this framework for the protection, provision and participation of children when designing the organization's child protection policy.

The key principles of MCE's safeguarding policy are:

- A child's welfare is and will always be a priority.
- Every child is treated with dignity and as a unique subject.
- The right to be protected from harm belongs to every child, irrespective of sex, race, ethnicity, gender, socio-economic background, religion, disability and more.
- Any suspicions, concerns or allegations of harm will be taken seriously and responded to in a timely manner.
- Safeguarding is the responsibility of everybody involved and establishing a partnership approach is key to effective safeguarding.
- The Organization recognizes the role of families as primary caregivers.
- Children should have the opportunity to participate in their own protection.

1.4 Child participation

Missing Children Europe shares the philosophy adopted by the UNCRC which recognizes children as individuals who have a right to express their views and take part in decisions that directly affect them. Prior to participating in any activities or programs for Missing Children Europe, children will be briefed on MCE's child protection policy, code of conduct, and on who the key external child





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protection contacts are. All briefings will be conducted in a child-friendly manner and adapted to individual needs.

Children, young people and their primary caregiver will have provided informed consent prior to any form of participation.

Staff working with children will have signed the Child Protection Policy and be adequately trained on child protection as well as the use of media involving children.

1.5 Consent

Prior to a child participating in Missing Children Europe's activities, projects or programs, informed consent must be sought from the child and from their primary caregiver. Informed consent means that the child and their primary caregiver is told what the expectations of participating are, how their information will be used, how media may be used, and to remind them that they are under no obligation to consent.

Informed consent must be obtained in writing, and verbal consent is recommended at the time of taking images/videos or at the start of any activity.

The professional asking for consent should be an adult whom the child has already met and shares a degree of trust with; this is important to ensure that the child feels comfortable asking questions and does not feel obliged to give consent.

Allow enough time between the point of distribution of the consent form. Allow a minimum of 48 hours to pass from the point of distribution to ensure that the child and their primary caregiver have had enough time to talk about the information provided and to ask for any clarifications they may have.

1.6 Working with partners

Partners are clear about the nature of the partnership relationships that they enter into

- there is a sound assessment of the partner's contact with, and impact on children during the partnership and what this means for child safeguarding agreements
- agreement is reached on how Missing Children Europe and the partner will support one another to achieve compliance and competence around child safeguarding, including the provision or exchange of resources

Section 2: Key definitions

Child: A child is any individual below the age of 18 years (UN Convention on the Rights of the Child, 1989)

Child protection: Child protection refers to preventing and responding to (intentional and unintentional) violence, exploitation and abuse against children – including commercial sexual exploitation, trafficking, child labor and harmful traditional practices.





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Child safeguarding: Child safeguarding is the responsibility that organizations have to make sure that their staff, operations, and programs do not harm children, that they do not expose children to the risk of harm and abuse, and that any concerns the Organization has about children's safety within the community is reported to the appropriate authorities.

Abuse: Appendix n. 1 at the end of this policy defines the different categories of abuse and provides both behavioral and physical signs of abuse that can be used as indicators of concern.

Section 3: Key safeguarding contacts

Every member of staff, intern and volunteer is expected to be familiar with who the key contacts are for safeguarding concerns. Missing Children Europe has identified the following people as its key contacts:

Designated Safeguarding Contact

The Hotlines & Runaways Project Officer, Eugenia Miyashita

+447957915303 / eugenia.miyashita@missingchildreneurope.eu

Second Designated Safeguarding Contact

The Secretary General, Aagje Ieven

+32485545481 / secretary.general@missingchildreneurope.eu

Section 4: Safeguarding Processes

Staff, board members and volunteers working with Missing Children Europe (Brussels' based Secretariat or members of Missing Children Europe) are bound by the principles outlined in the membership handbook and must adhere to the principles and values of Missing Children Europe. Staff board members and volunteers working with Missing Children Europe (Brussels' based Secretariat or members of Missing Children Europe) will therefore always treat children, irrespectively of their status, background, religion, disability, race or other, with respect and as individual rights holders.

A series of procedures have been established by Missing Children Europe to ensure that child protection is implemented in the best way possible throughout the organization. This includes making the policy available to all staff, board members, volunteers, partners and children and the community at large. To that end a copy of the child protection policy is included in the organisation's induction package and it is made available on the organisation's internet site.

4.1 Recruitment

- o Roles and responsibilities must be clearly defined for every position whether paid or voluntary. Staff should be selected by a panel of at least two representatives through a fair





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process. the interviewers have the relevant experience of and knowledge about child safeguarding and best practice and will include some specific questions in the interview that draw out people's attitudes and values in relation to the protection of children.

- o At least two verbal or written references that are recent, relevant, independent or and verbally confirmed will be required prior to commencing work. The identity of referees must be verified.
- o Prior to commencing work, all staff, board members and volunteers must undergo the necessary criminal background checks and submit documentation to confirm their identity, proof of relevant qualifications and proof of a clean criminal record check in line with relevant national (and in case of Board members their own organisation's) standards. As referenced in the MCE membership handbook, every member of MCE is required to have its own child protection policy including backgrounds checks of personnel.
- o Staff, board members and volunteers are asked to sign a code of conduct, contract or other document which includes a reference to confidentiality, morals and ethics of the Organization, and including the non-discrimination of children. This code of conduct includes the actions the organisation will take if the code is broken or not followed correctly. **Staff, board members and volunteers need to follow that code within and outside the workplace..**
- o All staff, board members and volunteers are expected to be familiar with the Organization's safeguarding procedures. To this end they receive a copy of the Child Safeguarding Policy as part of their induction package.
- o All staff and volunteers will have access to safeguarding policy training at regular intervals.
- o Criminal background checks of long term staff, board members and volunteers will be repeated every 3 years.
- o Missing Children Europe will aim to create an environment where members of staff and volunteers feel safe to raise any concerns of behavior which are not in line with the Organization's child protection policy.
- o A designated safeguarding officer is appointed within the Organization (Brussels' based Secretariat or members), as well as further reporting procedures should any concern arise.

4.2 Use of social media, photography and videos

Written informed consent must be obtained in writing from children and their primary caregiver before using any images or videos of them involved in Missing Children Europe activities. Consent must clearly state that they give their permission to use or not use the media file.

Consent must be informed, meaning that children and legal guardians understand how the media will be used, the principles in place to protect the child, and their rights to refuse consent. It must be made clear that they have a right to withdraw consent at any time, however MCE cannot guarantee that it will be possible to delete any images or videos already shared.





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The following list of principles have been designed for data protection purposes and for child protection purposes. All adults and professionals, internally and externally, who take part in Missing Children Europe's activities must ensure that these principles are upheld and adhered to:

- The child's dignity must always be preserved in any image or video.
- All children featured in the Organization's publications are appropriately dressed.
- Language and description used with images and videos will not shame, victimize or stereotype children.
- Photographers, where applicable, will have a certificate of good conduct completed.
- Identification of the Organization should be present in shared images or videos.
- No personal details of the child or of their families is present in the image or video.
- Instances of inappropriate images or videos will be reported to the designated safeguarding contact immediately.
- Images and videos of children shall not be used without context to portray or sensationalize a false representation or message.
- All media files of children will be stored securely in encrypted password protected files in accordance with data protection laws.
- Members of staff, interns and volunteers must not take images or videos of children involved in MCE's activities for personal use.
- When used for communication, advocacy, scientific or other purposes that go beyond the solving of the case of a child, cases / stories of children are always anonymized.
- Cases of missing children are never used in a way that promotes fear or any form of negative response to the situation of the child.

4.3 Application of the policy for external partners, photographers, journalists and others

Missing Children Europe believes that in order for its work to be effective, it should be based on transparency and mutual trust, where all partners involved know what to expect from each other, allowing them each to excel in their own specific role in protecting children from any situation of conflict, abuse or neglect.

External organizations working with children on behalf of MCE or in partnership with MCE will be expected to share their organization's up-to-date child protection policy (see also Paragraph 1.6).

Partners and members from different countries are expected to be aware of local child protection regulations, requirements and procedures to follow in case of a safeguarding incident.

In the event of external professionals working or coming into contact with children on behalf of MCE, the following actions must be taken:

- They must be provided a copy of MCE's child protection policy and adhere to its principles.
- MCE must be informed of how any media that portrays children will be used before using it, and MCE reserves the right to refuse it if it is not in line with the organization's principles.
- Primary caregiver of children portrayed in a media file must be informed of how the media will be used and consent to it.





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- o No external professional must be left alone with a child in any given situation.

In the event of an allegation or serious concern within a partner organization, MCE reserves the right to review the terms of their collaboration.

4.4 Risk assessment

All activities involving children will have a completed risk assessment to identify and minimize potential risks (completed using MCE's Health and Safety policy). Risk assessments should consider a child's individual vulnerabilities and circumstances as well as

- the context, scope and setting of the organisation.
- the organisation's potential impact on or contact with children.
- the potential risks of that impact or contact.
- the risks in terms of likelihood they could occur and the seriousness of the impact on children.
- which strategies (including organizational culture, roles and responsibilities, policies and procedures, systems and processes, capacity building) will be used to minimise and prevent risk will be implemented
- when risks and preventative measures will be reviewed and revised
- how these will be communicated and consulted.

External organizations working with children on behalf of MCE or in partnership with MCE will be expected to produce their own respective risk assessment for any time spent with children.

4.5 Confidentiality and recording/storing information

Any information collected about the child and their family should be stored confidentially and in accordance with data protection laws. When possible, information will be stored electronically and only shared on a need to know basis. In cases where information collected is in paper format, it should be stored in a safe location within MCE premises.

Information on children will be kept in accordance with legal retention periods and disposed of safely and in a way that secures their confidentiality.

Children and their families must be informed of what information is stored and that they have a right to access their information at any given time.

Section 5: Code of Conduct

The code of conduct serves as a tool to ensure that the highest standards of behavior are adopted by any members of staff of MCE and any external members or professionals involved in MCE





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activities with children. The tool serves to ensure the safety of children as much as possible and to enable them to participate in a safe and valuable way.

Good Practice

- Treat all children and young people equally.
- Listen to and respect all children and young people.
- Involve children and young people in decision-making, as appropriate.
- Provide encouragement and support.
- Use appropriate language and communication (verbal and non-verbal).
- Have fun and encourage a positive environment.
- Offer constructive criticism when appropriate.
- Treat all children and young people as individuals.
- Respect a child's or young person's personal space.
- Discuss boundaries on behavior and related sanctions, as appropriate, with children and young people and primary carers.
- Agree group 'contract' before beginning any activity.
- Encourage feedback from group.
- Use age-appropriate teaching resources and materials.
- Lead by example.
- Create an atmosphere of trust.
- Respect differences of culture, religion and background.
- Make primary carers, children, young people, adults, visitors and facilitators adhere to and sign the Child Protection Policy and procedures.
- Have emergency procedures in place and make all staff aware of these procedures.
- Be inclusive of children and young people with a disability.
- Plan and be sufficiently prepared, both mentally and physically.
- Report any concerns to the Designated Safeguarding Contact and follow reporting procedures, including completing the Safeguarding Incident Reporting Form.
- Organizations should have an anti-bullying policy. Encourage children and young people to report any bullying and to be aware of anti-bullying policy.
- Observe appropriate dress code and behavior.
- Evaluate work practices on a regular basis.
- Provide appropriate training for all staff and volunteers.
- Report and record any incidents and accidents.
- Update and review policies and procedures regularly.
- Keep primary carers informed of any issues that concern their children.
- Ensure proper supervision based on adequate ratios according to age, abilities and activities involved; observe appropriate gender balance for residential.
- Ensure clear communication between artist and organizations; have guidelines and a prompt sheet for artists. Encourage artists to refer to the Arts Council website for direction.
- Have a written agreement with any external organization that an artist/facilitator is working with.





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- Don't be passive in relation to concerns, i.e., don't 'do nothing'.
- Avoid taking a session/event/activity on your own. If this is not possible then it should be in an open environment with the full knowledge and consent of primary carers.
- Avoid if at all possible, giving a lift to a child/young person and if you do then make sure that primary carers are informed.
- Maintain awareness around language and comments made. If you think that something you said may have caused offence or upset, then try to address it in a sensitive manner.

Section 6: Dealing with a safeguarding concern

Every effort should be made to ensure the confidentiality of a safeguarding concern and the confidentiality of a child's information. In case of a safeguarding concern, any information should be shared on a need to know basis as much as possible. There are circumstances where sharing information is considered to be in the best interest of the child, for instance in cases of alleged abuse or immediate harm. In these given situations, information must be passed on without delay to the appropriate person.

The list of appropriate people includes, but is not exhaustive of, the designated safeguarding contact, the deputy designated contact, primary caregivers of the child, police and emergency services.

In cases where a child makes a disclosure of concern or abuse, it is best practice to seek consent before passing on any information. However, working with children, it is important to explain from the start that any adults involved have a duty to pass on information, irrespective of confidentiality, if:

- There is a risk of harm to the child or other people
- There is an emergency or life-threatening situation
- If it can prevent a serious crime or a serious crime has been committed
- If there is a lack of capacity on behalf of the child to decide
- If employees; partners; or volunteers are implicated in the incident

6.1 Reporting a concern or allegation

Members of staff of MCE should be familiar with the signs of abuse (available in Appendix) so that they can recognize alarming indicators, both verbal and non-verbal, when working with children. If you have concerns about the safety of a child, you must report this to MCE's designated safeguarding contact as soon as possible.

If a child has made a disclosure or has raised any concerns, the procedure below has been designed to broadly outline the steps to follow:

Step one

- Actively listen to the child without interrupting and letting them be silent if they wish to.





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- Avoid leading questions and statements that could make the child feel ashamed or insecure.
- Reassure the child that they have done the right thing by speaking up.
- Do not make false promises of assurances or of confidentiality.

Step two

- Report the incident immediately to the designated safeguarding contact.
- If the designated safeguarding contact is not available, report to the deputy safeguarding contact and, when deemed necessary, to local child protection services.
- Only share the information disclosed by the child on a need to know basis and inform the child prior to sharing the information (when appropriately possible).
- Consult with the Designated Safeguarding Contact on **how** to inform the child's primary caregiver to ensure that it ensures the best interest of the child.

In case of emergencies outside of normal working hours and in situations that threaten the immediate safety of a child, it may be necessary to contact the police.

Step three

- Thoroughly record all information and any actions taken
- Complete the Safeguarding Incident Form (in appendix).
- If you feel you need additional support, talk to your line manager about how this can be sought

6.2 Raising a concern without a disclosure or incident and anonymous reporting of incidents

If you have any concerns about the welfare of a child, speak to your line manager and the Designated Safeguarding Contact. Ensure you explain what behavior has led to your concerns and record all the steps taken in regards. **You do not have to be in possession of firm evidence of abuse to safeguard the well-being of a child.** All concerns, irrespective of a disclosure or of firm proof must be taken seriously.

6.3 In case of immediate danger or harm

In case of immediate danger to the child, police and other relevant emergency services must be contacted immediately; the designated safeguarding contact must also be informed. Any adult present during the given situation should ensure that the child is in a safe place and as far away as possible from the immediate harm.

6.4 Allegations towards a member of staff

If an allegation or a concern is raised towards a member of staff, the designated and second safeguarding contacts must be alerted. They will be responsible for taking any necessary steps, such as informing the child's primary caregiver, informing senior management and/or contacting police.





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In cases of internal concerns or complaints, MCE reserves the right to take any disciplinary action during and after an investigation. If a criminal offence has been committed or a serious concern is raised, MCE reserves the right to contact the police to determine if any abuse has taken place.

The procedure that will be followed is broadly outlined below:

In case of potentially harmful behavior or language towards a child, the President or Vice President, together with the Secretary General and Designated Safeguarding Contact will formally address the matter through a discussion with the person concerned, and additional measures deemed appropriate, including i.e. exclusion from certain activities of the organization or ending of the contract or cooperation. The person against whom the complaint has been issued will have an opportunity to appeal any decision in writing and ask for a discussion with the President or Vice President, Secretary General and Designated Safeguarding Contact.

Any action following an allegation of abuse against an employee should be taken in consultation with workplace health protection services and police. After consultation, the President/Vice-President should advise the person accused and agreed procedures will be followed.

6.5 Anonymous reporting of incidents

To ensure that all incidents are reported, anonymous reports will be accepted.

6.6 Complaints procedure

In the event of complaints or comments:

- Complaints or comments will be responded to within two weeks.
- Verbal complaints will be logged and responded to.

6.7 Accidents procedure

- Risk assessments will be completed to minimize the risk of harm to children as best as possible, and children will be advised of the risks relating to the premises.
- First-aid boxes should be available and regularly re-stocked and the location of the first-aid box(es) must be made known to staff.
- Availability of first-aid should be in accordance with the organization's Health and Safety guidelines. The location of accident/incident books must be made known to staff.
- External organizations with whom your organisation has dealings with must provide proof that they have public liability insurance.

Section 7: Revision of MCE's Child Protection Policy

This policy will be reviewed every 2 years by the Board of Missing Children Europe alongside an overview and evaluation of progress performance and lessons learnt.

Date of last Review: June 2021

Appendix 1: Categories of abuse





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The following table is indicative, and each child may display different signs of abuse. If you spot any of the following signs please raise your concerns with a manager or a designated safeguarding contact.

Categories	Physical Indicators	Behavioral Indicators
Physical abuse	Unexplained injuries Unexplained bruising Frequent incidents Missing teeth Not dressing weather appropriately (to conceal injured body parts)	Improbable excuses to explain incidents Running away Fear of returning home Fear of contact Reluctance to uncover body Aggression or abuse towards others Withdrawn and depressed
Emotional abuse	Poor cognitive, physical and emotional development Poor self-care Extreme weight loss or weight gain	Low self-esteem Extreme passivity or aggression Inappropriate age-related language and words Difficulty coping with and managing emotions Poor social skills
Sexual abuse	Body pain Stomach pains Unexplained bleeding, itching or discomfort Sexually transmitted diseases Unexplained pregnancy Unexplained bruising or marks on body	Fear of contact Nightmares Inappropriate age-related sexual behavior or language Bed-wetting Tiredness or sleepiness during the day Substance or alcohol misuse Eating disorders Self-harm Withdrawn and depressed Fear and mistrust of adults Promiscuity Extreme risk taking
Neglect	Poor hygiene Not dressed weather appropriately Unwashed clothes Frequently hungry Poor language or social skills Regular illness or infection Repeated injury due to lack of supervision Weight or growth issues	Changes in eating habits Incidents of stealing Constant tiredness Frequent lateness or absence Low self-esteem Poor social relationships Substance of alcohol misuse

Appendix 2: Participation Consent Form for Children and Young People





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Child/Young Person information and consent		
Name	Date of birth	Gender
Ethnicity	Disability	Any other information

Name of activity/project: _____

I hereby confirm that:	
I have read and understood the activity/project and my role in it.	
I have been given enough time and space to ask any questions about the activity/project and my role in it.	
I have read and understood the child protection steps that are in place in case of any concerns I may have throughout the activity/project.	
I understand that my participation is voluntary and that I am free to withdraw at any time without providing a reason.	
I have been informed of what information about me will be stored, who will have access to it and that I can request to see it at any time, and I consent to this.	
I consent to take part in the activity/project.	

Primary Caregiver's information and consent (for under 18s)		
Primary caregiver's name and relationship to child	Telephone and email	Address

As the primary caregiver, I hereby confirm that:	
I have read and understood the activity/project and my child's role in it.	
I have been given enough time and space to ask any questions about the activity/project and my child's role in it.	





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I have read and understood the child protection steps that are in place to protect my child's welfare throughout the project.	
I understand that my child's participation is voluntary and that he/she is free to withdraw at any time without providing a reason.	
I have been informed of (consent to) what information about my child will be stored, who will have access to it and that he/she can request to see it at any time.	
I consent to my child taking part in the activity/project.	

Child/Young Person medical information
Please state any medical conditions we should know about.
Please state any allergies we should know about. <i>Include allergies to animals, food, medication and other.</i>
Please state any medication we should know about. <i>Include when and how often the medication must be taken.</i>
Please state any dietary requirements we should know about. <i>Include intolerances, allergies and diets for religious, ethical or other reasons.</i>

Emergency Contact Details for child and accompanying adult





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Emergency contact for child	Emergency contact for accompanying adult
Name	Name
Telephone	Telephone
Relationship to child	Relationship to child
Please state any additional information that may be useful in case of an emergency.	
In case of an emergency, do you (if over 18) give consent to/ give consent to your child receiving hospital or medical treatment, including an anesthetic?	

Child/Young Person signature	Date
Parent/Primary Caregiver signature	Date





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Appendix 3: Media Consent Form for Children and Young People

Please read this form carefully before signing

Name of activity/event/project: _____

Thank you for contributing to the work of Missing Children Europe. It is important to us that we do is transparent and available to our members and to the public; for this reason, we will often use online and offline platforms to communicate the aims and impacts of our activities, events and projects. As you are taking part in our mission, we may want to use photographs and films of you, as well as information you provided about yourself, in any future communication. This will only be done with your consent.

Please read the following statements and tick the appropriate boxes.

I consent for photographs, films and/or information I provided about me/my child may be used for Missing Children Europe's website, internal and external publications, social media, posters, leaflets, brochures, and for other forms of public relations messages/advertisements to promote the work that we do.	
I understand that I may withdraw my consent at any time but that any photograph or film that has already been used may not be deleted and may continue to appear.	
I understand that photographs and films of me/my child will be stored securely for a period of time that is in accordance with data protection laws.	

Child/Young Person signature	Date
Primary Caregiver signature	Date

If you wish for Missing Children Europe to stop using photographs, films, and/or information provided please contact info@missingchildreneurope.eu





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Appendix 4: Safeguarding Incident Reporting Form

If you are reporting a concern or an incident involving more than one child, please fill out individual reporting forms for each child.

Your information		
Name	Organization	Role
Relationship to child	Telephone	Email

Child's information		
Name	Date of birth	Gender
Ethnicity **	Disability**	Additional medical/other information

**Non mandatory: Should you wish to stay anonymous because you fear consequences from reporting, we prefer an anonymous report to no report. In this case, please record why you felt compelled to report anonymously.*

***Nonmandatory: we record these for statistical purposes, to identify any concerns with regard to equality and inclusion within the organisation*

Primary caregiver's name	Telephone	Address
Did the child require any medical attention? If yes, please describe.		
Has the child's primary caregiver been informed of the incident?		





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Incident information		
Date	Time	Location

Are you reporting a concern/incident raised by: (please circle one of the following)

You A child A third person

If someone other than you, please provide the following information about them where applicable:

Name, date of birth, organization and role, relationship to child involved

Please provide details of the incident

Clearly differentiate between accounts of the child and third parties, and include any behavioral and physical observations before, during and after the incident

Were there any other people involved in the incident? If yes, please provide details.

Include their name, date of birth, organization and role, relationship to the child, and how they were involved.





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Were there any witnesses to the incident? If yes, please state.
Include their name, date of birth, organization and role, and relationship to the child.

Please clearly state any actions that have been taken following the incident.
Clearly include any safeguarding procedures that were followed.

Has the incident been reported to any external agencies? If yes, please state by whom and to who.

To be completed by the Designated Safeguarding Contact

Please state all actions that have been taken or will be taken.
Include any relevant investigation, reporting and disciplinary steps.





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Your printed name and signature*	Date
Designated Safeguarding Contact signature	Date

** Non mandatory: In case you wish to stay anonymous, please record why you felt compelled to report anonymously.*

