**Reporting Form**

To be used when witnessing an incident or when someone wants to talk about harm or abuse. Always use a black pen (never pencil) and do not use correction fluid or any other eraser.

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| **Activity / event / venue** |
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| **Date and Time** |
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| **Leaders present** |
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| **Any other activities or people in the building or at the event** |
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| **Name, Address, Contact number, DOB of person of concern** |
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| **Details of Incident** (i.e. what happened, when did it happen, who was involved, who witnessed it) |
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| **Response to Incident (i.e. what did you do: who did you tell?)** |
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|  |
| **Sign and Print Name:** **Date:** |
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