Safeguarding Incident Form

For documenting and reporting misconduct towards program participants by FHI 360 Personnel or Partner Personnel

Submit this completed Safeguarding Incident Form to: [Compliance@fhi360.org](mailto:Compliance@fhi360.org).

Key information

|  |  |
| --- | --- |
| Date this incident form was completed: |  |
| Name and job title of person completing this form: |  |
| Contact information of person completing this form: (email, phone number) |  |
| Date incident information was initially disclosed |  |
| Name and contact details of the person who disclosed the incident (informant) |  |
| How was the incident disclosed? Face to face / phone / email/ other? |  |
| Name of country / region/ field location / project where incident occurred |  |
| Name and contact details of person who received the information (typically the person completing this form) |  |
| When did the incident happen?  Day/mm/yyyy – if exact date is not known – record “unknown” and record range of dates (from day/mm/yyyy to day/mm/yyyy |  |
| Time when incident occurred. If exact time is not known, record approximate time as morning / afternoon / evening / night) |  |

|  |  |
| --- | --- |
| Who is the alleged victim? (Community member / program participant / partner staff/ volunteer / other (specify) |  |
| Record information reported by the informant. What happened? |  |
| Who was involved in the incident? |  |
| Who else was witness to the incident? If none, state “no witnesses.” |  |
| What happened after the incident? |  |
| Age of the alleged victim? (Exact or approximate age) |  |
| Is the victim/survivor a beneficiary / program participant of an FHI 360-supported project? |  |
| Immediate action taken – was any support given to the alleged victim/survivor? If so, describe. |  |
| Who is the alleged perpetrator? (FHI 360 staff / FHI 360 volunteer / sub recipient staff / sub-recipient volunteer / other (please specify) |  |
| Was any action taken with the alleged perpetrator? If so, describe. |  |
| Has the incident been reported to the local authorities? If so which ones? (Village leader / local police / other (specify) |  |

Key information, continued