# NFWI Template safeguarding incident reporting form

If you have a concern in relation to safeguarding or have received a concern from someone else, please follow the procedures set out in the NFWI Safeguarding Policy and submit a report using this form. This should be done via email in the interests of time.

Emails or written reports must be kept in accordance with data protection practices. Reports will contain personal information (names and contact information) and possibly special category information (sensitive information such as that relating to health conditions).

Once a matter has been reported and received, copies of the report must be deleted or destroyed. This includes deleting emails from the sent folder and the deleted folder.

For more information about data protection, see the NFWI Privacy Policy: <https://www.thewi.org.uk/privacy-policy> or email [dataprotection@nfwi.org.uk](mailto:dataprotection@nfwi.org.uk)

Please note that you should keep this matter strictly confidential and not seek to investigate the incident or suspicion, as you may cause further harm. You should not discuss the matter with anyone else and should ensure that all information, including this form, is stored securely and in accordance with data protection law.

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| To be completed by the person reporting the concern/incident: | |
| About you | |
| Name: |  |
| Contact details (email address and phone number): |  |
| Your role or relationship with the WI (e.g. employee, member, visitor). If you are a member, please provide your WI and federation: |  |
| The relationship of the person concerned with the WI (e.g. employee, member, visitor): |  |
| Are any other organisations involved? If so please provide details. |  |
| About the person concerned | |
| Name: |  |
| Age: |  |
| Gender: |  |
| Other details to be aware of (e.g. a disability): |  |
| In your view, is the person a young person or adult at risk (see section 2 on definitions in the NFWI Safeguarding Policy)? |  |
| Contact details (or where relevant, contact details of parent, carer or other responsible adult): |  |
| Who does the person live with? |  |
| Is the person aware that you are reporting this concern to the FSO? Or, is the person’s parent, carer or other responsible adult aware? Please explain. |  |
| Is/was the person at risk of immediate harm? |  |
| Is the person safe? Please explain any steps you have taken to ensure the safety of the person, if any. |  |
| The safeguarding concern/incident | |
| How were you made aware of this concern/incident (e.g. witness to it, disclosure by the person affected, disclosure by a third party)? |  |
| Who is the person suspected of carrying out acts of harm or abuse (if applicable) (e.g. staff, beneficiary)?  Please provide details. |  |
| About the concern and/or incident – please explain in as much detail as possible what the concern or incident relates to. Please include the following:  What is alleged to have happened, where and when (please be as specific as possible)?  Who is alleged to be involved?  Exactly what the person disclosing information (if relevant) said.  Any other observations (e.g. injuries, emotional state).  Please try to keep this information factual and avoid expressing an opinion (other than on your observations e.g. about the person’s emotional state). |  |
| Please explain any steps taken so far in relation to this concern/incident (e.g. contact with emergency services where person was at immediate risk).  If you have reported the concern/incident to the police or other agency, please provide details. |  |
| To be completed by the FSO or the NSO | |
| Date of receipt of completed report: |  |
| Date of acknowledgment to reporter: |  |
| Further information obtained from contacting the reporter (if any): |  |
| Investigation and steps taken. Please include the following:  Who was involved in the investigation.  A description of actions taken to investigate the matter (if the matter required a detailed investigation this may involve referring to other documentation).  Key dates of the investigation.  Any contact with the alleged victim.  Any contact with the alleged perpetrator (if applicable). |  |
| Has the matter been reported to any external authorities or agencies? If so, please explain and include details of any action taken in response. |  |
| Findings and conclusion: |  |
| Lessons learned – please set out any matters arising from this concern/incident that may feed into future safeguarding policy and procedure reviews. |  |
| Has the matter been reported to the Federation and/or NFWI Board of Trustees? If so, please explain and include details of any action taken in response. |  |
| Date concern closed: |  |
| Signature of [FSO/NSO]: |  |