**AIUK Safeguarding Incident Reporting Form**

If you have had a disclosure made to you, a concern reported or have noticed something which you think indicates a risk to a child, young person, or adult-at-risk, then fill in this form and share it with the AIUK Safeguarding Manager. In the case of an emergency, this form should be filled in after immediate actions are taken to ensure the individual is not at immediate risk of harm. For more information about safeguarding at AIUK, refer to the AIUK Safeguarding Policy and Procedure.

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| **Name of individual at risk**: | **Their Date of Birth/age** (if known): |
| **Date, time, and location of incident**: | |
| **Record factually what happened: What was said/seen and why you are worried? Please give clear details of the setting concern was raised in and who else was present**. | |
| **What was the child, young person, or adult-at-risks account/perspective**? | |
| **Please share any other relevant information (distinguish between facts and opinions), for example previous concerns, or family living situation**: | |
| **Any actions taken at time of incident?** | |
| **Reporter name**:  **Role**:  **Signature**……………………………………………………… **Date**:…................................................. | |

Please share this information with the AIUK Safeguarding Manager, via [safegaurding@amnesty.org.uk](mailto:safegaurding@amnesty.org.uk) within 48 hours of incident, or sooner in an emergency.

The Safeguarding Manager will ensure that the concern is recorded and followed up with in line with AIUK’s policy and procedure.

The Safeguarding Manager may not be able to update you on the exact outcomes of the concern, but please let them know if you wish to hear more about what happens.

When it has been confirmed that this form has been received by the Safeguarding Manager, then you should no longer store it.