

Record of Safeguarding report (template)

Adele Monk is our Safeguarding Manager

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Lee-Anne Browne as support/deputy

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DO:

- Listen
- Let them know that you have a responsibility to pass on the report confidentially
- Empathise with the person
- Ask who, when, where, what but not why
- Repeat/ check your understanding of the situation
- Tell the person what you will do next
- Report to IMC's Safeguarding Manager or IMC's [Whistleblowing facility](#)

DO NOT

- Become defensive
- Argue with the person
- Be dismissive
- Blame others
- Make assumptions without knowing the facts
- Make promises you can't keep
- Ignore the problem
- Try to investigate yourself

Confidentiality must be maintained during all stages of the reporting process, and information shared on a limited 'need to know' basis only.

Date and time of report:	
Report recorded by:	
Name of person making the report to you:	
Name(s) or alleged survivors of safeguarding incident(s) if different from the above	
Name(s) of alleged perpetrator(s):	
Description of incident:	

Date(s), time(s) and location(s) of incident(s):	
Names of other people present at the time of the incident if known:	

Due to the sensitive nature of safeguarding concerns, **confidentiality must be maintained during all stages** of the reporting process, and information shared on a limited **'need to know' basis only**. This includes senior management who might otherwise be appraised of a serious incident. The person receiving the report should then forward this information in writing to the Safeguarding Manager within **24 hours**.