

Child Safety Concern Report Form

Please fill this form out with **only** the information that is known at the time a report is received. Some parts may not be relevant to the situation and that is okay.

Do not interviewing the victim(s) and/or alleged offender(s).

This report should be completed for every alleged abuse or neglect report no matter how minor, how preliminary, and even if the offender is a minor.

Please sent this form to the Child Safety Coordinator within 24 hours of hearing a child safety concern.

Child Safety Coordinator email address: child.safety@world-outreach.com

The Child Safety Coordinator will be in touch with the ministry leader or the one submitting the form as soon as possible.

Please provide appropriate support, care and safety to the victim(s), the alleged offender(s) and their families.

Date of report is written:	
Date incident/abuse reportedly occurred:	
Name of ministry making the report:	

Person submitting report

Name of person writing the report	
Name of person submitting report	
Position in WO of person submitting report	
Relationship to the victim	
Relationship to the alleged offender	

Organisation Information:

Leader receiving report (name and position):	
Phone Number:	
Email:	
Field Leaders Name:	

Identified Victim: Child

Child/victim's name:	
Gender:	M <input type="checkbox"/> F <input type="checkbox"/>
Birthdate:	
Age:	
Grade in school:	
Primary language:	
Parents:	
Address:	
Phone:	
Organization victim/victims parents is a member	
Home country of victim (child and parents)	
Names and ages of other siblings:	

Identified Victim: Adult

Victim's name:	
Gender:	M <input type="checkbox"/> F <input type="checkbox"/>
Birthdate:	
Age:	
Marital Status	Married <input type="checkbox"/> Single <input type="checkbox"/>
Name of Spouse if applicable	
Primary language:	
Contact Phone Number:	
Address:	
WO Member:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Role in Ministry:	
Home country of victim:	
Names and ages of other siblings:	

Alleged Offender:

Alleged offender's name:	
Gender:	M <input type="checkbox"/> F <input type="checkbox"/>
Birthdate:	
Age:	
Primary Language:	
Job:	
Address:	
Phone:	
Home country:	
Relationship to identified victim:	
Ministry Name:	
Status in World Outreach (e.g. mission partner, team member)	
Length of time in WO	
Length of time in current ministry location	

Report:

Describe what occurred specifically, including where, when, specific actions, number of times it occurred, any threats, etc.	
What led you to suspect or become aware of the abuse/neglect?	
Date, time and setting in which you became aware of the suspected abuse/neglect:	
Date, time and setting of incident (if known):	
Anecdotal records that support suspicion of abuse/neglect?	

Previous Reports:

Are you aware if the alleged offender has been accused or convicted of other abuse/neglect in the past? If so, please describe:	
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Are you aware if the child/victim has experienced other abuse/neglect in the past? If so, please describe:	
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Other Victims:

Who might be potential other victims? (classmates, siblings, others who were in the same location, attended the same event, etc.):	
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Others with Knowledge of the Report:

Who else knows about the alleged abuse/neglect? List name, relationship to the victim, job, phone.	
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Was it reported to a government, law enforcement or child protective service agency? If so, list agency name, name of person the report was given to, agency address, phone number, email address. Also list name, job, and phone number of the person who gave the report, and the report reference number if known.	
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Family Dynamics:

If the victim is a child describe the parents' relationship, interaction with the child generally.	
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If the victim is a child describe the parents' reaction to the child's report.	
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Support System:

Describe the family's (victim) support system (relatives, community, church, etc.)	
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Describe any arrangements that have already been made for counseling, and/or support for the family (victim).	
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Arrangements for Safety:

Describe the arrangements that have been made to ensure the child's safety (both from the alleged offender and to protect the child from repeating the sexual behavior with other children).	
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Describe the awareness building/education of the parents regarding the seriousness of the report, the AGENCY response procedures, etc.	
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Describe the ministry leader(s) response to allegations made about the colleague/team member.	
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Describe any arrangements that have been made to ensure the alleged offender does not have continued access to children.	
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Additional Information:

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