

Annex 2

WISE 匯菁 Safeguarding Incident Report Form

This form should be sent by email as soon as possible to the primary or alternate email address (as appropriate) stated in the Safeguarding Policy.

Date of Report Form Submission	
Reporter's full name, role in WISE 匯菁 and contact details	
Date and location of (suspected) incident	
Reporter's relationship to the child/youth/vulnerable adult (if any)	
Name and age of affected child/vulnerable adult Contact details	
Name of Parent/Guardian Has the Parent/Guardian been informed Y/N/Not Applicable	
Details of the incident, complaint etc. What/When/Who/How/Where Describe your own actions. Please include the child/young person/vulnerable adults' own words as much as possible in your account Stick to the facts and avoid personal opinions. (Continue on separate sheet if needed, and write your name on that sheet and sign and date it)	
Name of the alleged person (if known) and their role/capacity in relationship to the child/vulnerable adult	

Information regarding anyone else who witnessed the incident. Add contact details if available.	
Who has been notified? When? How?	
Your full name, date, signature	
Received by Safeguarding Officer or WISE CEO Asia (full name, date, signature)	
Follow Up actions What/When/ by Whom (to be completed by Safeguarding Officer or WISE CEO Asia)	