



# ANNEX 9

ECPAT INTERNATIONAL

## FORM FOR REPORTING CHILD SAFEGUARDING AND SEXUAL EXPLOITATION, ABUSE, AND HARASSMENT CONCERNS

**CONFIDENTIAL:** Please restrict access to this document and keep it stored safely (e.g. using passwords or encryptions for computers and locking offices when unattended). Always use code names when referring to individuals involved in the case, omit information that could reveal identities (e.g. date of birth, address, phone number, description of unique physical traits) and keep information on the identity and personal details of persons involved separate from incident and related reports.

1. Details on how, when, and by whom, the allegation was received:
2. Description of alleged incident, including dates, times and locations:
3. Description of alleged or suspected survivors (e.g., name, age, gender, ethnic origin/nationality, specific needs):
4. Description of alleged or suspected perpetrators (e.g., name, age, gender, nationality, organisational affiliation/position, previous record of misconduct):
5. Actions taken by organisation in response to allegations to date (e.g, referral for assistance, investigations, notification of local law enforcement, government child protection mechanism):
6. Actions taken by other organisations or entities (e.g., ECPAT Member or Partner) in response to the allegation:
7. Requested support from service provision partners (e.g., support for survivors, investigations)

### Report transmitted by:

Name: .....

Contact info:

*email* .....

*phone* .....

Title: .....

Date: .....