**Reporting form**

In case of a Child Protection concern whereby one of the staff, intern, consultant or volunteer of Red een Kind may be involved, you are requested to report this. Fill in the form and send it to the Child Protection Officer of REK: [**childprotection@redeenkind.nl**](mailto:childprotection@redeenkind.nl) It is important to provide as much as possible details of what was observed. **NB. IMPORTANT:** mark the form clearly as CONFIDENTIAL!!!

**Name of person reporting**

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Contact details** |  |
| **Date of reporting** |  |

**Description of the Child Protection Concern**

|  |  |
| --- | --- |
| **What happened?** |  |
| **Where did it happen?** |  |
| **When?  (date and time)** |  |
| **Who was involved as alleged staff/intern/ consultant/volunteer of REK?** |  |
| **What are details of the child involved?** |  |
| **Any other witnesses?** |  |

**Intervention so far**

|  |  |
| --- | --- |
| **What was done so far?** |  |

**Action taken by REK (CPO and MT)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Case report built** |  | | |
| **Investigation of the situation** |  | | |
| **Support for child (and family) arranged** |  | | |
| **Accused staff member heard** |  | | |
| **Action taken** |  | | |
| **Status of allegation** | Dropped, since not true | Internally sorted (breach of Code of Conduct, but no abuse of children) | Referred to legal authorities |