# Safeguarding Reporting Form

This Safeguarding Reporting Form is to record information of concerns of possible harassment and abuse.

This form shall be emailed to safeguarding@worldtaekwondo.org

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| **Details of person reporting the concern**  |  |
| First (Given) Name  |   | Last Name  |   |
| Position  |   |  |
| Relationship to the subject of abuse  |   |  |
| Email address  |   |  |
| Phone number  |   |  |
| **Details of the person subject of abuse**  |  |
| First (Given) Name  |   | Last Name  |   |
| Age and Date of Birth (if known)  |   |  |
| Gender  |   |  |
| Position  |   |  |
| Address (if known)  |   |  |
| Phone number (if known)  |   |  |
| **Details of the concerns**  |  |
| Date and time of incident  |   |  |
| Location of incident  |   |  |
| What have you experienced or seen or heard? Please specify the incidents.  |       |  |
| Name of any persons alleged to have been involved in or causing the concerns  |   |  |
| Contact details of any  |   |  |
| persons alleged to have been involved in or causing the concerns  |  |
| Actual details of what the alleged victim said to the person reporting the concern.  |   |
| Details of actions taken so far including contact with relevant agencies  |   |
| Do you think or know it will happen again?  |   |
| Do you have any evidence material relating to the offense?  |   |
| Any other relevant information  |     |

\*Please use another sheet if required.