# 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.