Serious incident Reporting Form for Partners of Choose Love

Choose Love is committed to protecting every person supported or assisted by work that it funds, including the work of its partners. This safeguarding reporting form is for the use of partners. Complaints and grievances are an internal matter for the partners to resolve and should not be reported here.

Partners should use this form to report to Choose Love a serious safeguarding incident relating to your organisation's staff, volunteers, and trustees. A serious incident is an adverse event, whether actual or alleged, which results in or risks significant:

- Harm to your charity's beneficiaries, staff, volunteers, or others who come into contact with your charity through its work.
- Loss of your charity's money or assets.
- Damage to your charity's property.
- Harm to your charity's work or reputation.

Examples can include a serious crime or physical/sexual violence to a client, staff member, volunteer or member of the public, fraud, financial misconduct, criminal activity by staff, volunteers, use of illegal substance in the workplace, health, and safety violations. If you are unsure how to classify a particular incident or concern, please speak to Choose Love.

Choose Love expects partners to manage reports of allegations and concerns using their organisation's policy and procedures. However, we ask that you report serious incidents using this form. This form should be completed by the member of staff with designated safeguarding authority observing confidentiality and should be reviewed and approved by an appropriate member of your senior management team and / or a trustee with safeguarding responsibility. Please submit this form to safeguarding@choose.love

1. Details of Reporting Person and Organisation

Name.	
Title.	
Name of Organisation.	
Address.	
Email Address.	
Telephone Number.	
Authority to report incident?	
Is the organisation registered with a regulatory body? (e.g., Charity Commission in the UK).	

Is a criminal offence been alleged?	
Has the incident been reported to a statutory authority?	
Has the incident been reported to the regulatory body?	
Has the incident been reported to other donors?	

2. Type of incident

Please state the nature of the allegation/incident you are reporting.	
Safeguarding – allegation of significant harm to staff/beneficiary – sexual or physical assault.	
Fraud, Financial misconduct	
Alleged Criminal activity	
Use of illegal substance	
Serious violation of health and safety	
Other	

3. Details of the incident

Date the incident took place	
How did the incident come to the attention of the organisation?	
Did the incident take place on a single date or over a period of time?	
Is the incident ongoing or is it now over?	
Where did the incident take place?	
What policy and procedures have been breached?	
Provide a short summary of the incident observing confidentiality of the parties involved.	
Provide a short summary of the impact of the incident on the individuals and the organisation, (staff, operations, finance, and/or reputation)	

4. Responding to the incident

Does the organisation have a written policy and procedure for responding to the incident?	
Was the policy and procedure followed in relation to this incident?	
Provide a short summary of the steps that were taken/ or being taken in relation to this incident.	
What steps have been taken to prevent such incidents from happening again?	
Provide any other relevant information.	

Thank you for informing us about this incident.

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Choose Love - a registered charity, (number 1177927), and Choose Love Inc, USA, a 501(c)(3) charitable non-profit organisation