

Safeguarding reporting forms

It is important to document all incidents, concerns, suspicions or poor practices. This does not mean you need a written report or complaint from the victim/survivor to act on something.

When a safeguarding manager has been verbally informed of a safeguarding incident, they must still act on it. They can document any safeguarding concerns that are observed, heard of, or told.

As a safeguarding focal point or safeguarding manager, you have to complete the reporting or incident form based on what you know or have been told. This can then be acted on accordingly.

The reporting or incident form can be made available online for people to complete – either anonymously or using their contact details – or as hard copy printouts. The form is the basis for investigations and logs details of the incident for record keeping.

Sometimes external authorities such as psychosocial services or police may need this information. This documentation can support timely, safe and appropriate responses. It also encourages accountability by showing that the sport organising body is taking safeguarding seriously, fulfilling its duty of care and following procedures.

During major sporting events the environment may be more complex, with many different stakeholders, locations and sports. Documenting incidents or poor practices helps with observing patterns and identifying systematic risks.

Sometimes redacted or anonymised versions of the report may be made available to people beyond the case management committee.



League for Life Samoa Country Manager Mike Felise during a group discussion at the Regional Safeguarding workshop in 2025.

Here are some examples of safeguarding reporting forms

Reporting form

Please complete all the sections as fully as possible. If you do not have the information requested or would like to remain anonymous, you can leave those sections blank.

Following receipt of this form the safeguarding manager will contact you within 24 hours to follow up, if your contact details are provided.

Your information (person reporting the incident)	
Name	
Address	
Contact number(s)	
Email	
Your role/position	

Personal information of the person you suspect may be at risk of harm or if you are at risk of harm (if known)				
Name				Adult or child
Gender	Man	Woman	Non-binary/ Transgender	Any other description (please state e.g. disability)
Is there any information about the person you suspect may be risk of harm, that would be useful to consider? (for example, communication challenges, athlete, official, volunteer, which country etc.)				

Details about an incident or concern	
Date and time of Incident	
Please tick one:	<input type="checkbox"/> I am reporting my own concerns
	<input type="checkbox"/> I am reporting concerns raised by someone else. Please fill in details of who raised the concern:
	Name
	Role
	Contact Number:
	Email

Details of the incident or concerns (include other relevant information, such as description of any injuries, a one-off incident or a recurrent behaviour, where it occurred, what was done/said, all who were present etc.)

Details of any person involved in this incident or alleged to have caused the incident/harm

Name of person/s involved	
Adult or child	
Role/ Country	
Relationship to the person experiencing abuse	

Action taken

Please provide details of action taken to date:

Has the incident or concern been reported to any external agencies?	<input type="checkbox"/> No	
	<input type="checkbox"/> Yes	Please provide further details about to whom it was reported (police, medical care, team manager, chef de mission etc.)



Any information or comment including concern for security for security or retaliation.





Safeguarding Reporting form

This form can be used by anyone who wishes to report concerns about safeguarding issues or who has had a safeguarding-related disclosure made to them. Complete the form with all the information you have and fill in the parts you can. Forward it to your safeguarding focal point.

Date:

Type of concern (please circle as appropriate)				
Physical harm	Sexual harassment	Neglect	Psychological/ emotional harm	Discrimination
Sexual exploitation	Sexual abuse	Self-harm	Domestic violence	Homophobia/ transphobia
Other:				

1. Your details

Name:

Contact – mobile/email:

Position/role:

Organisation:

2. Details of the safeguarding concern

Name of person harmed or affected:

Gender – woman, man, non-binary, transgender, others:

Age if known or /adult/child:

Person with disability – Y/N:

Contact:

Role/position:

Organisation:

(If known) Name of the perpetrator or person alleged to have caused harm:

Gender – woman, man, non-binary, transgender, others:

Age if known or /adult/child:

Person with disability – Y/N:

Contact:

Role/position:

Organisation:



Please give details of the incident or disclosure. *Be as factual as possible and if recording a disclosure made to you, please use the person's words as much as possible to document the details. (Continue on separate sheet if needed.)*

3. Any action taken before completing this form (list what actions, if any, have been taken):

4. This form was sent to:

Date:.....

Your Signature:.....



