



WATOTO WASOKA

FOOTBALL MADE IN SLUMS

SAFEGUARDING INCIDENT REPORTING FORM TEMPLATE

This form should be completed whenever a safeguarding concern, suspicion, or allegation arises. All sections should be filled out as thoroughly as possible.

Date of incident:	Time of incident:
Location of incident:	Name of person reporting:
Contact information:	Position/role

1. Details of the Incident

- Describe the nature of the concern or incident. Include details of individuals involved, such as names and roles. Document any immediate actions taken.

Were there any witnesses? If yes, please provide their details below:

2. Reporting and Actions Taken

- To whom was the incident reported? Describe any actions taken in response to the incident. Outline any further steps needed or planned follow-up.

3. Confidentiality Agreement:

All individuals involved in reporting or handling incidents must sign a confidentiality agreement to ensure the privacy of involved parties.

Signature of Reporter: _____ Date: _____

Signature of Safeguarding Officer: _____ Date: _____