### **Tool 4.3: Incident Reporting Form**

| **Description:** You may complete this form if you believe that a vulnerable person has suffered abuse or exploitation, or a breach of the Safeguarding Code of Conduct may have occurred, or that someone´s safety is in danger. All safeguarding concerns should be reported immediately to [Safeguarding Focal Point/Direct Manager/Other Responsible Party]. The report must be treated in strict confidence.  If you have any concerns or would like to  make a report to the TEA platform regarding a  confirmed or suspected safeguarding incident,  please get in touch with:  [TEAadmin@carbontrust.com](mailto:TEAadmin@carbontrust.com).  Please note that a list of useful terms can be found at Page 5 of the GEDSI Toolkit. | **Note:** *This form is confidential and should be stored appropriately, with access only to authorised and trained focal points.* |
| --- | --- |

| **Today’s date:** | **Today’s time:** |
| --- | --- |
| Today’s venue/address: | |
|
| Name of vulnerable person: | Age of vulnerable person:  **(if known)** |
| Name of parents/guardians:  **(if known)** | |

1. **Is the vulnerable person in immediate danger or risk of harm? If yes, what steps have been taken to remove the person from harm?**

|  |
| --- |

*Description: Details of Concern / Suspicion / Incident for all internal and external safeguarding reports. Please fill out as many sections as possible with as much detail as you can. Please describe what happened: time/dates/names of persons involved/behaviour or signs observed/any other details:*

1. **Details of any conversation with the vulnerable person** (It is important only basic details are obtained from the vulnerable person. Personnel should not interview the affected person or conduct any type of investigation):

|  |
| --- |

1. **Have you contacted anyone about this concern?** Yes/No (Please circle one)
   1. If so, who have you contacted? *Please put this information in the box below*.

|  |
| --- |

Please sign this report and print your name and your position in the organisation.

Signed………………………………………… Date ……………………………………………… Name:

Position:

**To be completed by Safeguarding Focal Point or Direct Manager**

**Name of Person who received the report:**

|  |
| --- |

**Date received:**

#### 

#### Internal Safeguarding Report

1. Name of personnel against whom the report is made: (include position and if relevant, name of partner organisation)

|  |
| --- |

* 1. Has this person signed the Safeguarding Code of Conduct and/or attended any relevant training? (include dates and other details)

|  |
| --- |

* 1. Has this person been notified of the report? Provide details.

|  |
| --- |

1. Have the Focal Points been notified? Provide date and details.

|  |
| --- |

1. What action has been taken to provide care and support to the vulnerable person and/or family/guardian? Including medical attention, reporting to police, external referral and counselling.

|  |
| --- |

1. Please detail any actions that have been taken including any immediate sanctions, discussion, meetings, HR outcomes or investigation steps:

|  |
| --- |

1. Please list any relevant documentation for this investigation here, and attach them when submitting this report.

#### External Safeguarding Reports

Action taken including details of referral or external report made:

| **EXTERNAL REFERRAL OR REPORTING RECORD** | |
| --- | --- |
| Agency or service referred to: | |
| Vulnerable person and/or family referred to: | |
| Name and position of person spoken to: | Date of referral or report: |
| Details of action to be taken by agency or service: | |
| Date when this information was provided to vulnerable person and/or family/guardian: | |
| Any other details: | |
| Any follow up required: | |

Signature and name or person who has dealt with report:

……………………………………………………………………………………………………….

| **Useful Terms for Section 4 (GEDSI Safeguarding,** [**Screening and Reporting**](https://docs.google.com/document/d/1c0KG1-IAaCsrirHyUr9wHVXbgw-LDgABFSl0Yy5sgsE/edit#heading=h.ytfoc522h43k)**)** | |
| --- | --- |
|  | |
| **Term** | **Definition** |
| **Abuse** | Physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person. This includes any behaviours that frighten, intimidate, terrorise, manipulate, hurt, humiliate, blame, injure, or wound someone. |
| **Exploitation** | The act of taking advantage of something or someone, in particular the act of taking unjust advantage of another for one's own benefit (e.g. sexual exploitation, forced labour or services, slavery or practices similar to slavery, or servitude). |
| **Sexual abuse** | Any actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes, including profiting monetarily, socially or politically from the sexual exploitation of another.[[1]](#footnote-0) |
| **Sexual exploitation** | The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. All sexual activity with children sexual abuse, regardless of the age of maturity or consent locally. Mistaken understanding of the age of a child is not a defence. |
| **Safeguarding** | The set of responsibilities, preventative, responsive and referral measures that we undertake to protect vulnerable groups of people, ensuring that no-one is subject to any form of harm as a result of their association with the TEA platform. This includes ensuring that their contact with us and those associated with us and/or their participation in our activities, interventions and operations is safe. Where there are concerns over someone´s welfare or where a person has been subject to violence, appropriate and timely actions are taken to address this and incidents are analysed so as to ensure continued learning for the TEA platform. |
| **Vulnerable groups and people** | Any person (child or adult) who may be restricted in capacity to guard themselves against harm or exploitation or to report such harm or exploitation. This specifically includes but is not limited to: children, young people and people with disabilities. |
| **Violence against vulnerable groups/people** | This includes all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, emotional ill-treatment or psychological violence, sexual abuse and exploitation, harassment, and commercial or other exploitation of a person. Acts of violence can also take place online through, for example, the internet, social media or mobile phones. It may be an intentional act involving the use of physical force or power or it may be failing to act to prevent violence against a person. Violence consists of anything which individuals, groups, institutions or organisations do or fail to do, intentionally or unintentionally, which either results in or has a high likelihood of resulting in actual or potential harm to the person’s wellbeing, dignity and survival and development. |

This tool is part of the TEA Gender Equality, Disability & Social Inclusion (GEDSI) Toolkit. For further details on this tool please refer to the GEDSI Toolkit Overview and Guide. If you have any questions on this specific tool or want to know more about the full toolkit, please contact [TEAadmin@carbontrust.com](mailto:TEAadmin@carbontrust.com).

This material has been funded by UK aid from the UK government; however the views expressed do not necessarily reflect the UK government's official policies.

This project was funded with UK aid from the UK government via the Transforming Energy Access Platform (TEA).

TEA works via partnership to support emerging clean energy generation technologies, productive appliances, smart networks, energy storage, and more. It increases access to clean, modern energy services for people and enterprises in sub-Saharan Africa, South Asia and the Indo Pacific, improving their lives, creating jobs and boosting green economic opportunities.

1. IFC. “[Supporting Companies to Develop and Manage Community-Based Grievance and Feedback Mechanisms Regarding Sexual Exploitation, Abuse and Harassment](https://www.ifc.org/content/dam/ifc/doc/mgrt/ifc-communitybasedgrievancemechanism-toolkit.pdf).” *IFC*. 2022. [↑](#footnote-ref-0)