****

**Asia Pacific Forum of National Human Rights Institutions**

**Child Incident Notification Form**

This Notification Form is also available on the [APF’s website](https://www.asiapacificforum.net/resources/apf-child-protection-policy/).

|  |  |
| --- | --- |
| **PART A – Notifier to complete**  Person making the report (can be anonymous):  Date: | |
| Who is the incident about? |  |
| Who was the victim or the breach of conduct? *(name and contact details desirable but not essential)* |  |
| When did the breach of conduct occur? |  |
| What is the breach of conduct? (*sexual exploitation, child abuse, and/or policy non-compliance?)* |  |
| Who else was involved in this breach of conduct? |  |
| How did you come by this information about breach of conduct? |  |
| Any other details you would like to add? |  |
| **PART B – APF to complete**  Date received by APF safeguarding officer: | |
| When did breach of conduct occur? |  |
| Report origin (member NHRI, CSO, partner?) |  |
| Name of programme/location of programme? |  |
| Who is the report about? |  |
| Who was the victim of the breach of conduct (*name and contact details desirable but not essential)* |  |
| What was the breach of conduct? |  |
| Was this incident investigated? |  |
| If no, why not? |  |
| Is there evidence or suspicion of a breach of conduct? |  |
| If no, what is the next step you will take? |  |
| If yes, what disciplinary action or further investigation will take place? |  |
| What is the final outcome of this incident? |  |
| Report submitted to APF Chairperson? |  |
| Date of completion |  |