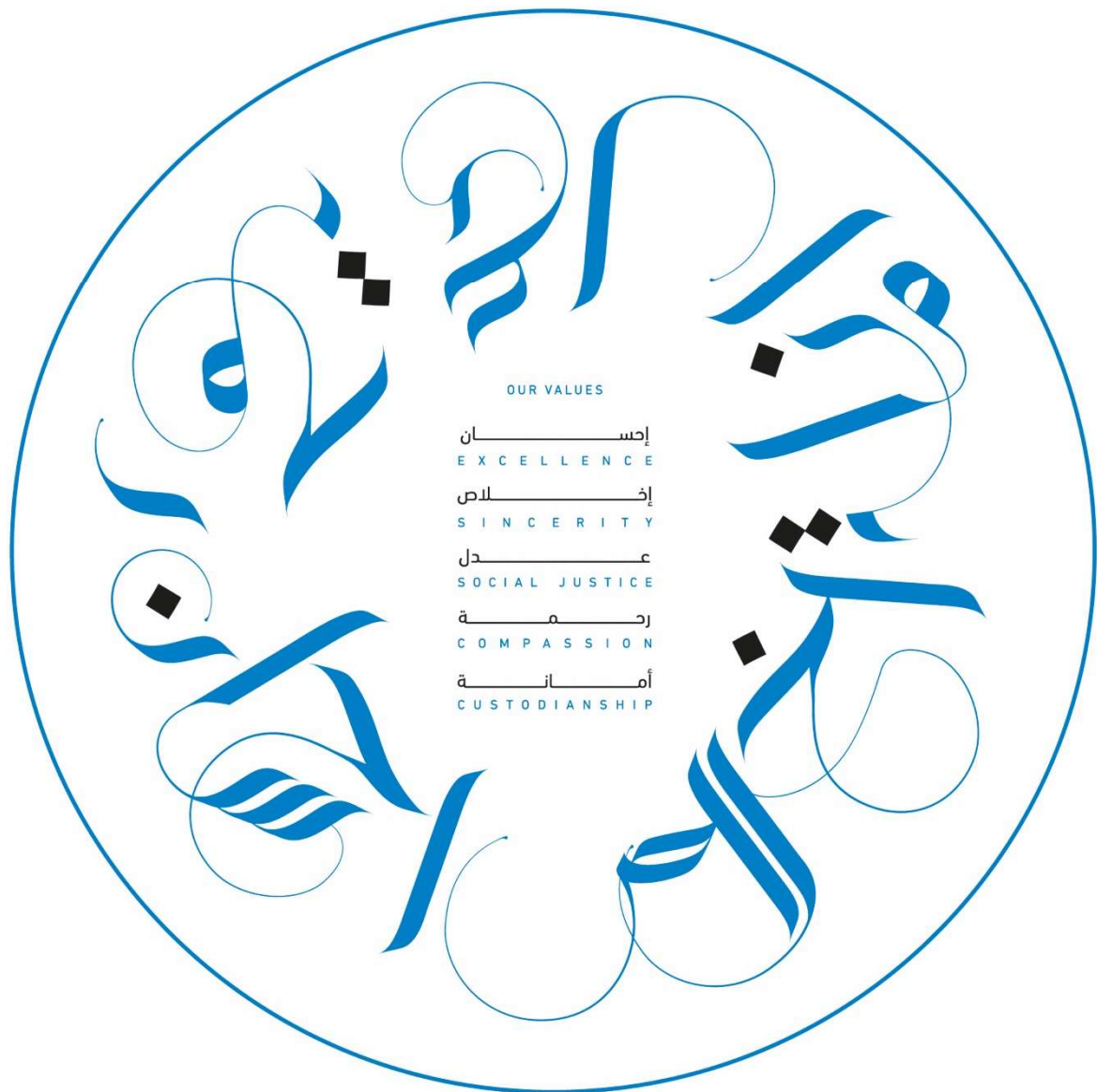




# Islamic Relief Worldwide

Protection from Sexual Exploitation, Abuse and  
Harassment Policy

*In the name of Allah,  
most Gracious, most Merciful*



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# Islamic Relief Worldwide

## Protection From Sexual Exploitation, Abuse and Harassment Policy

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### 1. Definitions

These definitions has been adapted from CHS Alliance and Islamic Relief's internal policies.

**Beneficiary:** someone in receipt of assistance. Alternatively referred to as a member of the affected population, person we seek to assist, person affected by crisis or rights holders.

**Case management:** following the appropriate policies and procedures to determine the outcome of a report or an investigation on sexual exploitation and abuse of all forms.

**Code of Conduct:** Code of conduct/behaviour is an agreement on rules of behaviour for a group or organisation. Islamic Relief has its own internal Code of Conduct that applies to all staff members and a failure to adhere to the Code of Conduct can result in disciplinary measures.

**Coercion:** covers a whole spectrum of degrees of force. Apart from physical force, it may involve psychological intimidation, blackmail or other threats. For instance, threats of being dismissed from a job or of not obtaining a job that is sought. It may also occur when a person is unable to give consent. For example,

while drunk, drugged, asleep or mentally incapable of understanding the situation<sup>1</sup>.

**Complainant:** an individual making a complaint. This could include a survivor of sexual exploitation, abuse and harm or someone becoming aware of wrongdoing.

**Complaint mechanism or procedure:** Processes which allow and encourage individuals to report Complaints concerns which breach Islamic Relief's policies or code of conduct. This mechanisms may include, suggestion boxes, whistleblowing policies and designated focal points (see IR complaints procedures).

**Confidentiality:** restricted access to and dissemination of information. Confidentiality helps create an enabling environment in which witnesses and staff are more willing to recount their versions of events and builds trust in the system and in the organisation.

**Child:** an individual below the age of 18

**Child protection:** Child protection is the prevention of and response to abuse, neglect, exploitation and violence against children (and refers to a subset of children's rights). It also describes the work being undertaken to

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<sup>1</sup> World Health Organization Global Status Report on Violence Prevention (2014)

strengthen laws, policies and systems that are designed to protect children.<sup>2</sup>

**Child Sexual Abuse:** When a child is used by another child, adolescent or adult for his or her own sexual stimulation or gratification. Sexual abuse involves contact and non-contact activities which encompasses all forms of sexual activity involving children, including exposing a child to online child sexual exploitation material, or taking sexually exploitative images of children.

**Cyber Bullying** is a form of bullying or harassment using electronic means. It is also known as online bullying. Cyber bullying is when someone bullies or harasses others on the internet, other digital spaces or via email or other form of technology. Harmful bullying behaviour can include posting rumours, threats, sexual remarks, a victims personal behaviour or pejorative labels (i.e. hate speech). Bullying or harassment can be identified by repeated behaviour and intent to harm.

**Discriminatory Abuse:** involves actions or language forming harassment, slurs or similar treatment including race, gender, gender identity, age, disability, sexual orientation or religion.

**Domestic Abuse:** domestic violence and abuse includes any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been, intimate partners or family members regardless of gender or sexuality.

**Early or child marriage** - The United Nations defines child marriage, or early marriage, as any marriage where at least one of the parties is under 18 years of age.

**Forced marriage** – is one entered into without the full and free consent of one or both

parties and where violence, threats, or any form of coercion is used to cause a person to enter into a marriage. This includes those that cannot consent. A forced marriage differs from an arranged marriage, in which both parties consent to the marriage, and a third party arranging the marriage may be involved.

**Female genital mutilation (FGM)** – FGM comprises of all procedures involving partial or total removal of the external female genitalia or other injury to the genital organs. It has long lasting harmful consequences

**Feedback:** the information sent to an entity (individual or a group) about its prior behaviour so that the entity may adjust, develop or maintain its current and future behaviour to achieve the desired result.

**Financial or Material Abuse:** this would include theft, fraud, coercion in relation to financial affairs or arrangements, inheritance or financial transactions or the misuse or misappropriation of property.

**Focal point:** a designated person locally ( at country office level) and globally (at Islamic Relief Worldwide’s International office in Birmingham who is responsible for supporting management in implementing the Safeguarding Policy, as well as receiving and managing safeguarding concerns and complaints.

**Trafficking and Modern Slavery** - The United Nations defines trafficking in people as the recruitment, transportation, transfer, harbouring or receipt of persons, by improper means (such as the use of force, coercion, abduction, fraud, deception) for an improper purpose, and may involve the giving or receiving of payments. Modern Slavery – Traffickers and slave masters use all forms of violence and abuse to coerce, deceive and force individuals into a life of abuse and

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<sup>2</sup> Adapted from Keeping Children Safe and Child Protection Working Group

inhumane treatment including forced labour, sexual and domestic servitude.

**Transactional sex** – The exchange of money, employment, goods, services or other benefit for sex, including sexual favours.

**People at Risk:** is someone who has needs for care and support. Who is experiencing or at risk of abuse or neglect and as a result of care needs, therefore unable to protect themselves.

**PSEAH: Protection from Sexual Exploitation, Abuse and Harassment** is a term used by the UN and NGO community to refer to measures taken to protect children, young people and vulnerable people from sexual exploitation and abuse by their own staff, representatives and associated personnel.

**Psychological Abuse:** including emotional abuse is behaviour or intended actions of harm or abandonment, prevention of contact or communication, controlling, limiting accessing, humiliation, intimidation, coercion, harassment, verbal abuse and bullying.

**Safeguarding:** the responsibility that organisations have to make sure their staff, operations, and programmes do no harm to children, young people and people at risk, and that they do not expose them to the risk of violence, abuse and exploitation.

**Safeguarding Complaint:** a specific concern raised by someone who have themselves witnessed or experienced a failure by Islamic Relief or its representatives to meet its values, Code of Conduct or organisational policies and/or been alerted to such malpractice by others.

**Sexual Abuse:** is behaviour or language which includes but not limited to rape, sexual assault, inappropriate looking and touch, sexual innuendos or teasing, sexual

photography, exposure of pornography, witnessing of sexual acts, indecent exposure, and sexual assault or act between non-consenting adults or have been pressured to consent.

**Sexual harassment** - A person sexually harasses another person if the person makes an unwelcome sexual advance or an unwelcome request for sexual favours, or engages in other unwelcome conduct of a sexual nature, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated. Sexual harassment can take various forms. It can be obvious or indirect, physical or verbal, repeated or one-off and perpetrated by any person of any gender towards any person of any gender. Sexual harassment can be perpetrated against beneficiaries, community members, citizens, as well as staff and personnel.

Such conduct will be also be considered sexual harassment when it interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. While typically involving a pattern of behaviour, it can take the form of a single incident. Sexual harassment may occur between persons of the opposite or same sex. Both males and females can be either the victims or the offenders.

**Sexual Exploitation:** the term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another<sup>3</sup>.

**Sexual Violence:** Is any sexual act or attempt to obtain a sexual act; unwanted sexual comments or advances or acts to traffic that

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<sup>3</sup> <http://www.pseataforce.org/uploads/tools/1327932869.pdf>

are directed against a person's sexuality using coercion by anyone regardless of their relationship to the victim in any setting i.e work or home<sup>4</sup>.

**Survivor or victim:** the person who is, or has been, exploited, sexually or otherwise, harmed, victimised, harassed or abused in any way. The term 'survivor' implies strength, resilience and the capacity to survive. This document mostly uses the term 'victim', to mean the victim of the alleged perpetrator's

actions. However this is not intended to negate that person's dignity and agency as an individual.

**Whistleblowing:** an organisational policy which aides and supports staff members to report concerns or suspicions of misconduct by colleagues.

**Young people:** A young person is defined as an individual between the ages of 15 and 24 years

## 2. POLICY STATEMENT Islamic Relief Protection From Sexual Exploitation, Abuse and Harassment

2.1.1. Islamic Relief is a faith inspired organisation committed to professionalism and the highest standards of excellence in the protection, health and wellbeing of our beneficiaries. We work with communities and vulnerable people in emergency crisis situations, as well as in longer term sustainable livelihood schemes – our integrated approach to development is transforming communities worldwide.

2.1.2. PSEAH (Protection from Sexual Exploitation, Abuse and Harassment) is a term used by the NGO community to refer to measures taken to protect vulnerable people from sexual exploitation, abuse and harassment by staff and associated personnel or representatives. Islamic Relief believes everyone has the right to be safe, respected and valued regardless of who they are or their circumstances.

2.1.3. We recognise that there are unequal power dynamics across the organisation and in relation to the people we serve. We acknowledge the imbalance in power between men and women, ability and disability, ethnic and indigenous status, religion, sexual orientation, age, health and poverty. We recognise that the power differentials and subsequent vulnerabilities in the communities in which we serve increases the risk of exploitation, abuse and harassment. A key tenet of our values is to ensure that staff, volunteers, our operations and programmes, do not exploit their position of power over communities and colleagues.

2.1.4. Islamic Relief has zero tolerance towards abuse, harassment and exploitation of children and adults who engage with our programmes and personnel, and is committed to non-discriminatory and respectful behaviour. This is further explained in our Dignity at Work policy. All forms of misconduct are considered unacceptable. Violation of this policy will lead to disciplinary action, including dismissal.

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<sup>4</sup> World Health Organization definition 2012



2.1.5. The organisation is committed to sector standards and regulations in addressing safeguarding and PSEAH, and will take seriously its responsibility to ensure that adults and children are not deliberately or unknowingly placed in situations which make them susceptible to PSEAH. We are committed to ensuring that safeguarding measures are embedded, accessible and clearly communicated to all personnel and representatives.

2.1.6. Islamic Relief will operate within a survivor centric approach, respecting the wishes and dignity of the survivor and will address the need for counselling and support. As an organisation we respect the privacy of people who may be impacted by this policy and will endeavour to uphold confidentiality, unless a person is at risk of harm to themselves or others.

2.1.7. The organisation takes protection and sexual exploitation concerns very seriously and conducts diligent investigations of all complaints raised, taking disciplinary action where this is required. It is mandatory for all those representing Islamic Relief locally, nationally and globally to understand, implement and adhere to all the guidance outlined in this document. This policy will apply in the event that it is more stringent than local legislation.

## 2.2. Accountability and Compliance

2.2.1. Islamic Relief Managers, Country Directors and ultimately Directors hold overall accountability for PSEAH policy and its implementations. Directors and Trustees are responsible for reviewing and updating this policy bi-annually in line with local and global legislative and organisational developments and hold overall accountability for Islamic Relief PSEAH work. All staff, volunteers, partners and other representatives of Islamic Relief are required to adhere to this policy and all related safeguarding policies.

2.2.2. It is incumbent upon all Islamic Relief staff to report any concerns or suspicion of sexual exploitation, abuse and harassment. Anyone found to breach any policy within the safeguarding framework could be subject to disciplinary procedures and potential legal action. It's mandatory upon all to report concerns or allegations using the complaints mechanism or procedure in place. Please refer to Islamic Relief's Complaints Policy, and the Dignity at work policy for further information.

## 2.3. Safeguarding Principles Supporting PSEAH

2.3.1. Islamic Relief commits itself to the following principles<sup>5</sup> in its approach to safeguarding Islamic relief staff, representatives, children, young people and people at risk. All Islamic Relief staff and representatives must uphold the following principles for the protection of all:

- **Empowerment:** People being supported and encouraged to make their own decisions and informed consent.
- **Protection:** Support and represent those in greatest need.
- **Prevention:** It is better to take action before harm occurs.

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<sup>5</sup> <https://www.scie.org.uk/care-act-2014/safeguarding-adults/sharing-information/six-safeguarding-principles.asp>

- **Proportionality:** A proportional and least intrusive response appropriate to the risk presented.
- **Partnership:** Local solutions through services working with communities.
- **Accountability:** Accountability and transparency embedded in safeguarding practices

#### 2.4. Inter-Agency Standing Committee (IASC) Six Core Principles Relating to SEAH<sup>6</sup>

2.4.1. Islamic Relief endorses IASC six core principles which all staff and representatives are required to adhere to.

- 2.4.1.1. Sexual exploitation, abuse and harassment by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination from employment.
- 2.4.1.2. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of the majority or age of consent locally. Mistaken belief regarding the age of a child is not a defence.
- 2.4.1.3. Exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes exchange of assistance that is due to beneficiaries.
- 2.4.1.4. Any sexual relationship between those providing humanitarian assistance and protection and a person benefiting from such humanitarian assistance and protection, which involves improper use of rank or position is strictly prohibited since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work.
- 2.4.1.5. Where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, he or she must report such concerns via established agency reporting mechanisms.
- 2.4.1.6. Humanitarian workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.

### 3. Islamic Relief's Safeguarding Framework

- 3.1. Islamic Relief considers the welfare and protection of children, young people and people at risk to be paramount to the organisation. With a zero tolerance approach Islamic Relief have a number of related policies which also describe standards in behaviour expected from the organisation, its staff and representatives towards each other and those we serve.
- 3.2. This PSEAH policy is set out within the Safeguarding framework show in figure 1 which Islamic Relief Worldwide has in place to make sure the organisation has a holistic and systematic approach to safeguarding throughout all levels of the organisational structure

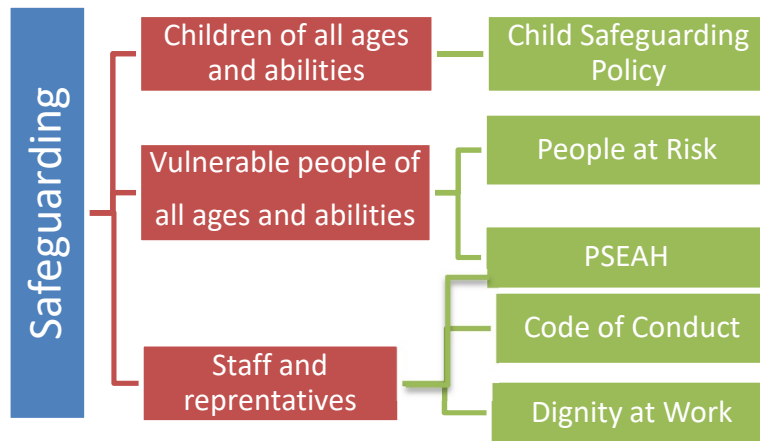
<sup>6</sup> <https://interagencystandingcommittee.org/principals/documents-public/iasc-six-core-principles-relating-sexual-exploitation-and-abuse-2002>

and towards those we serve. The safeguarding framework builds on the key learning from policies addressing safeguarding needs.

- 3.3. A crucial component of safeguarding is the mandatory training of all Islamic Relief staff and representatives on safeguarding and related policies and the implementation of these policies through the organisations processes.

### 3.4. Safeguarding Framework

Figure 1:



#### 4. Islamic Relief's PSEAH roles and responsibility

- 4.1. Islamic Relief will commit to ensuring all those who work with children, young people and people at risk directly or indirectly will be given mandatory PSEAH training. This will be proportionate to their roles and responsibilities. Islamic Relief is also committed to design and implement programmes and projects based on an impartial assessment of needs and risks, with an understanding of the vulnerabilities and capacities of different groups.
- 4.2. Together with Islamic Relief Worldwide, all Islamic Relief's offices MUST:
  - 4.2.1. Adopt PSEAH policy to prevent and respond to sexual exploitation and abuse. Partner offices of IR family federation will be required to adopt a PSEAH policy.
  - 4.2.2. Develop or adapt Standard Operating Procedures (SOPs) for reporting sexual exploitation, abuse and harassment involving IR personnel in line with Safeguarding Reporting Procedures. These must be inclusive of the needs of people with disabilities.
  - 4.2.3. Translate PSEAH policy into local language with information accessible to communities with consideration of varying abilities.
  - 4.2.4. Integrate PSEAH policy into staff induction materials and on-board training. In doing so, line managers must ensure that staff understand Islamic Relief's PSEAH expectations through an ongoing engagement with their teams.
  - 4.2.5. Translate the PSEAH policy commitments and actions into employee job descriptions to assign specific responsibilities for PSEAH implementation.
  - 4.2.6. **Undertake Safer Recruitment** - Ensure a robust and rigorous recruitment procedure is adopted that screens out people who may seek to harm children or adult beneficiaries, staff or volunteers. IR offices should appoint staff that are appropriately qualified and have the skills and knowledge to deliver a quality service. Safeguarding screening measures should be applied to all appointments, and through the entire recruitment process, including checks on gaps in employment history, vetting backgrounds, obtaining references, in accordance with relevant IR policies. This includes use of the inter-agency misconduct disclosure scheme (<https://www.schr.info/the-misconduct-disclosure-scheme>).
  - 4.2.7. Develop and implement an effective, trusted, confidential and impartial complaints mechanism and ensure it is in accordance with Islamic Relief's Safeguarding Reporting Procedures. Such procedures must recognise everyone's right to raise concerns and complaints, and be adapted to ensure they are accessible to all female and male right holders and employees of all ages, language abilities and backgrounds involved in IR programmes.

- 4.2.8. Ensure IR focal points receiving complaints of sexual exploitation and abuse have the time, support and skills to process them in accordance with the principles in this policy.
- 4.2.9. Respond to reports of sexual exploitation, abuse and harassment by investigating allegations confidentially, sensitively and professionally. This includes applying basic counselling techniques with survivors and witnesses taking into consideration the trauma for those affected by sexual exploitation and abuse.
- 4.2.10. Ensure timely and appropriate action, including legal action, against staff who commit sexual harassment, exploitation and abuse with upmost regard for the safety and wellbeing of the victim which may arise from such action.
- 4.2.11. Provide psychosocial support and basic emergency support as appropriate to survivors.
- 4.2.12. Engage communities we serve through our programmes and projects, and alert them to Islamic Relief's PSEAH commitment and procedures.
- 4.2.13. Country Directors are responsible to inform local partners about IR's PSEAH policy and monitor compliance in accordance with our contractual agreements.
- 4.2.14. Report all allegations of sexual exploitation and abuse to Islamic Relief Worldwide to enable it to monitor effectiveness of our PSEAH policies and procedures. Islamic Relief should continue to work to respond to the risk of sexual harassment, exploitation and abuse.
- 4.2.15. Involve local communities and authorities to join efforts of addressing sexual harassment, exploitation and abuse.
- 4.2.16. Those traveling to Country Offices must read and adhere to the PSEAH Policy and complete online training.
- 4.2.17. Review PSEAH policies at least every 2 years.

## 5. Safeguarding: Code of Conduct

- 5.1. Islamic Relief has a zero tolerance towards all forms of violence, sexual exploitation and abuse. Representatives of Islamic Relief working directly or indirectly with children, young people and people at risk must follow Islamic Relief's code of conduct. These codes also apply to staff and their conduct towards each other and those we serve.
- 5.2. Islamic Relief representatives **must**:
  - 5.2.1. Representatives must treat staff, children, young people and people at risk with respect, recognising their right to personal privacy;

- 5.2.2. Staff must not make racist or sexist remarks towards anyone. Inappropriate physical contact is prohibited;
- 5.2.3. Representatives of Islamic relief must not spend time alone with children, young people and people at risk. They must plan activities so that more than one person is present, or at the very least, other people are within sight and hearing;
- 5.2.4. Staff and representatives of Islamic Relief must not stay overnight in the same room with children, young people and people at risk;
- 5.2.5. Always take concern of harassment, sexual exploitation, violence or abuse issues seriously;
- 5.2.6. All disciplinary measures/sanctions must be non-violent and must not humiliate staff, children, young people and people at risk;
- 5.2.7. Staff and representatives must not take images of children, young people and people at risk which are detrimental or explicit and undermine their dignity. Refer to child safeguarding policy or communication guidelines;
- 5.2.8. They must not rely on just their good name to protect themselves, and must not put themselves in positions where they could be falsely accused of something by anyone;
- 5.2.9. Sexual exploitation and abuse by Islamic Relief staff constitute acts of gross misconduct and are therefore grounds for the termination of employment;
- 5.2.10. Any type of relationship, including sexual relationship, between Islamic Relief staff and children, young people, people at risk or those we serve are strictly prohibited, since they are based on inherently unequal power dynamics; such relationships would undermine the integrity of work to help vulnerable and excluded children and would be classed as gross misconduct.
- 5.2.11. Any type of intimate or romantic relationship, including sexual activities, between Islamic Relief staff and other people related to Islamic Relief, such as volunteers, other staff, any representatives or people associated with Islamic Relief activities, must be disclosed to the organisation so it can be ascertained if there is a potential or actual conflict of interest and/or policies being breached. Failure to disclose such relationships can result in further actions taken against that individual, in line with IR's safeguarding policies and relevant local and international laws.
- 5.2.12. Prohibition of sex for money (transactional sex) : Islamic Relief staff are prohibited from engaging with commercial sex workers or engaging in prostitution of any form whilst on a work trip (including travel time, field visits and leisure time) and representing IR; even if commercial sex work is legalised in that country. This kind of conduct goes against our organisational values as per the IR Code of Conduct and any such conduct, if substantiated, will constitute grounds for disciplinary measures including summary dismissal.

- 5.2.13. Where an Islamic Relief staff member develops concerns or suspicions regarding sexual abuse or exploitation by a colleague, whether in Islamic Relief or not, they must report such concerns to the country director and the global safeguarding focal point.

## **6. Responding to Safeguarding Concerns**

- 6.1. Safeguarding is not just about responding to specific allegations or incidents, it is also about the suitability of staff to work with children, young people and people at risk. The Islamic Relief field office will respond immediately to any concern that a staff member may not be suitable for such work.

### **6.2. General procedures to be followed in all cases**

- 6.2.1. When a child, young person or people at risk alleges sexual exploitation or abuse, or a staff member becomes suspicious, write down what the complainant said or the details observed such as marks and behaviour, noting names of people involved, dates, times, places and witnesses using the designated template (appendix 1). This should be done whilst the information is fresh in the staff member's mind. Write down exactly what the complainant says, as an accurate statement of the facts is required, not what you think they meant.
- 6.2.2. Report the matter immediately to the country director and/or local safeguarding focal point who should report the matter to IRW through the general safeguarding email: [Safeguarding@irworldwide.org](mailto:Safeguarding@irworldwide.org). Global safeguarding lead will be engaged within 24 hours maximum.
- 6.2.3. The global safeguarding lead together with the complaints administrator will agree a process and who needs to be informed to protect the individual from any further or new risk in cooperation with the Director of International Programme Division and Human Resources— ensuring strict confidentiality. Together they will agree on the necessary steps that need to be taken (which could include conducting an internal investigation or reporting the matter to relevant authorities).
- 6.2.4. The only exception to this reporting procedure is where the subject of complaint is a senior member of staff part of the reporting process, whereupon they should be bypassed in the reporting process immediately (report directly to local safeguarding focal point or directly to global safeguarding lead in IRW as appropriate, who can be contacted at any point).
- 6.2.5. If sexual exploitation or abuse is strongly indicated, an immediate safety plan (including medical attention where necessary) will be drawn up for all concerned. This should be followed by a more in-depth assessment of the survivor's needs; any support that is identified should be provided utilising relevant referral pathways in keeping with maintaining a survivor centred approach. This is the responsibility of the country director, the global safeguarding lead and other relevant personnel.

6.2.6. This procedure stresses the best interest of the child, young person and vulnerable adult taking into account s/he is a possible victim of violence, abuse or exploitation and should be the focus at all times.

6.2.7. If the staff member making the complaint is not satisfied that appropriate steps have been taken, the matter can be brought up directly with the global safeguarding lead or head of governance.

### 6.3. Applying a Survivor Centred Approach

6.3.1. Islamic Relief operates within a survivor centric approach, respecting the wishes and dignity of the survivor. Responses will be developed in a manner that balances respect for due process with an approach that respects the survivor's wishes, safety and wellbeing. Actions will be guided by respect for the choices, rights and dignity of the survivor.

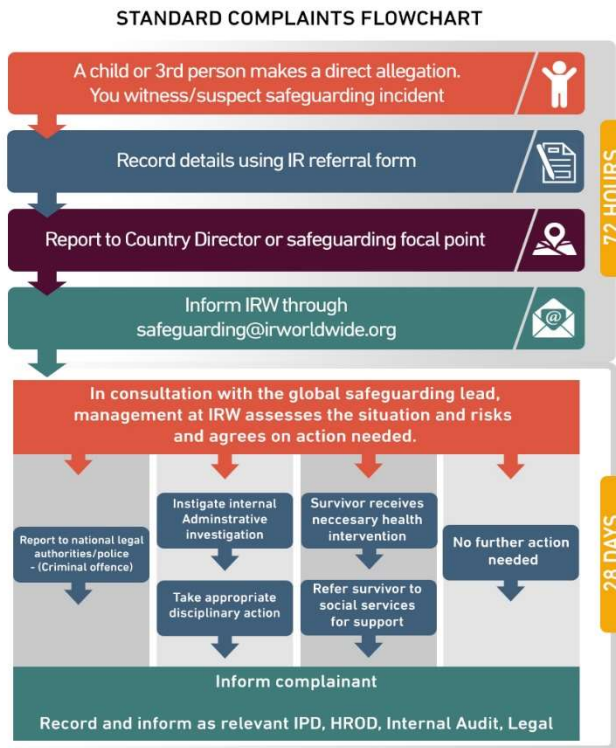
6.3.2. **Support** - The organisation commits to referring survivors to competent support and counselling services as appropriate and available, and in accordance with the wishes of the survivor.

6.3.3. **Confidentiality** - Islamic Relief respects the confidentiality of survivors, complainants, witnesses and other relevant parties at all times. All SEAH related information must be kept confidential, identities must be protected. Every effort should be made to maintain confidentiality throughout the complaints process. Information that identifies individuals involved should be limited to essential personnel and will not be shared further without the informed consent of those involved, except if someone's life is at risk, a child is at risk, or as required by law and where safe to do so. Non-identifying information will be shared in accordance with reporting requirements.

6.3.4. **Retaliation** - Survivors, including complainants or witnesses, will be safeguarded against retaliation. Islamic Relief will take action against anyone who seek or carry out retaliatory action against survivors, complainants or witnesses. Employees may be subject to disciplinary action up to and including termination of employment.



## 7. Islamic Relief safeguarding Flowchart





Name of the accused person (s)  
Job title/organisation of accused person (s)  
  
Address of accused person (s)  
  
Age:    Sex:  
  
Physical description of accused person:

Have the police been contacted by anyone?    Yes:    No:  
If yes, what happened?  
  
If no, does the victim want police assistance, if not, why?

Has the victim been informed about available medical treatment?    Yes:    No:  
  
If yes, has the victim sought medical treatment for the incident?    Yes:    No:  
  
If yes, who provided treatment?  
  
What is the diagnosis and prognosis?

What immediate security measures have been undertaken for the victim?  
  
  
  
Who is responsible for ensuring the safety plan (name/title/organisation):

Any other pertinent information provided in interview (including contact made with other organisations, if any):  
  
  
  
Details of referrals and advice on health, psychological, legal needs of victim made by person

completing report:

Report completed by:

Name/position/organisation:

Date/time/location:

Has the complainant been informed about IR's procedures for dealing with complaints? Yes:

No:

Signature/thumb print of the complainant signalling consent for this form to be shared on a 'need to know' basis:

Date Report forwarded to CD/Safeguarding focal point,:

Date Report received by CD/ Safeguarding focal point:

Name:

Signature: