

## Appendix 6 | Form for reporting suspected cases of violence to Kindernothilfe's Child Protection Officer

Please note: This email is to be treated with confidentiality

E-mail:

The information contained in this form is confidential. This form is to be used to report concerns relating to the possible violation of the Child Protection Policy of Kindernothilfe and the Code of Conduct. It should be sent to Kindernothilfe's Child Protection officer or the Child Protection Ombudsperson.

Please complete the form to the best of your ability. With regard to questions, where you have nothing to report, you may leave them blank. If you have any doubts as to whether you should report any suspicion you may have, the following checklist may help you:

### Auf welchem Sachverhalt basiert die Besorgnis?

Have you witnessed violence against children? ☐ Yes ☐ No

Do you, or does another person, suspect someone of using violence against children? ☐ Yes ☐ No

Has someone reported a concrete case of violence to you? ☐ Yes ☐ No

### Does your concern relate to any of the following categories:

Do you believe that a child may have been neglected? ☐ Yes ☐ No

Do you believe that a child has been physically abused? ☐ Yes ☐ No

Do you believe that a child has been emotionally abused? ☐ Yes ☐ No

Do you believe that a child has been sexually abused? ☐ Yes ☐ No

Do you believe that a child has been exploited? ☐ Yes ☐ No

**Your concern is vindicated, if you answered "yes" to any of the above questions. It is your duty to use this form to report your suspicion. Do not delay – a child may be at risk or in serious danger, if you fail to act promptly.**

### Personal details:

Name:

Relationship to Kindernothilfe or position within Kindernothilfe:

Address:

Telephone/Mobile:

Fax:

E-mail:

What is your relationship to the child/young person?

**Information about the child:** (If other children are affected, please fill out a form for each child)

Name:	
Gender: <input type="checkbox"/> male <input type="checkbox"/> female	Age _____ Nationality _____
Organisation:	Project name:
Type of support / Relationship to the project:	
Relationship to the alleged perpetrator:	
Address of the child (or of the person, with whom the child lives):	
Current whereabouts of the child:	
Have any measures been taken to ensure the current protection of the child? If 'yes', which?	
Which measures have been taken to ensure that the violence cannot continue?	
Which further measures are required to protect the child?	
Do you believe the child is in particular need of protection? If 'yes', why?	
Does the child have any physical or cognitive impairment?	
Has the child been abused repeatedly?	
Does the child show any signs of being traumatised? If 'yes', which?	
Specific cultural factors that have to be considered:	
Miscellaneous:	
Which relevant bodies have you informed?	
Please provide the date and time of the initial contact, the name of the person, with whom you spoke, and give a brief outline of the content of your discussion:	

## Appendix 6 | Form for reporting suspected cases of violence to Kindernothilfe's Child Protection Officer

### Information on the alleged perpetrator:

Name:	
Gender: <input type="checkbox"/> male <input type="checkbox"/> female	Age _____ Nationality _____
Description of the alleged perpetrator:	
Relationship of the alleged perpetrator to the child:	
Relationship of the alleged perpetrator to Kindernothilfe:	
Relationship to the project supported by Kindernothilfe:	

### Details about your concern:

<b>Type of concern / suspicion:</b> (Please describe the type of abuse or mistreatment, who reported it, what actually happened and the course of events.)	
Location:	
Date:	Time:
Witnesses:	
<b>Discussion log:</b> (Please give a detailed account of what the child said in his/her own words and what you said. Please avoid using targeted questions to lead the discussion in a particular direction, but, instead, give an accurate account of what the child actually said.)	
<b>Observations:</b> (e.g. injuries, child's appearance, signs of angst etc.)	
How did the alleged perpetrator respond to the accusations?	
What other steps have you taken? What other measures have you initiated?	
Place, Date:	Signature: