**SAFEGUARDING INCIDENT REPORT FORM**

Educational Opportunity Foundation is committed to protecting children, young people and vulnerable adults from abuse and/or neglect. We are committed to acting professionally, fairly and with integrity in all of our activities, and expects the same of those organisations with whom we enter into funding relationships in support of education projects in the UK and internationally.

**Important note**

This form is for reporting safeguarding concerns which may arise, as follows:

1. **Level A: Safeguarding allegations and/or investigations associated with your Educational Opportunity Foundation funded project. Form to be submitted within 7 days of the safeguarding allegation.**
2. **Level B: Proven safeguarding cases involving your organisation but not funded or part-funded by Educational Opportunity Foundation. Form to be submitted within a month of the investigation conclusion.**

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| --- | --- |
| **Organisation Name** |  |
| **Address** |  |
| **Your Name** |  |
| **Position or Job Title** |  |
| **Email** |  |
| **Telephone** |  |

1. Please indicate is this a **Level A** or **Level B** Report (as defined under Important Note) above:
2. What is the authority you have to report on behalf of the charity’s trustees regarding this safeguarding matter?
3. in the trustee body and management team are aware of the incident, for example all trustees or only the Chair, all management team or only the CEO?
4. What happened, when did your organisation first became aware of it and how did you become aware of it?
5. What action has been, or is being, taken to deal with the incident and prevent future problems?
6. Has this been reported to the police or another regulator/ statutory agency?

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| **Signature** |  |
| **Name** |  |
| **Date completed** |  |