# Safeguarding Incident Reporting Form for Partners

This form should be completed when there an incident in relation to a project benefitting from a Built by Nature grant.

When completed, the form should be sent by email to the Built by Nature contact point for the grant (outlined in the grant agreement) and Built by Nature’s Head of Operations. For more information, read the Minimum Safeguarding Standards for Partners document.

|  |  |
| --- | --- |
| Details of the vulnerable person affected | |
| Name |  |
| Date of birth |  |
| **Details of the person reporting incident or concern:** | |
| Name |  |
| Job title |  |

|  |  |
| --- | --- |
| Incident report | |
| Date & time of incident |  |
| Location of incident |  |
| Date of completion of this form |  |
| Other persons present during incident |  |
| Details of incident (what was said, observed, reported) |  |
| Action taken (what did you do following the incident?) |  |
| Any other relevant information |  |
| Signature & date of signature: |  |

The following section is to be filled by Built by Nature

|  |  |
| --- | --- |
| Built by Nature response to incident | |
| Action taken |  |
| Rationale for decision made / action taken |  |
| Outcome of action taken |  |
| Follow-up action (if needed) |  |
| Feedback given to person reporting incident: |  |
| Name of BbN staff responding (Head of Operations) |  |
| Signature & date of signature |  |