

Tool 8

IFRC incident recording form

Confidentiality: This document and its data must be handled to ensure it is kept confidential and secure (as it includes names and other identifying characteristics).

To PSEA Focal Points and supervisors: Please complete this form to the best of your knowledge and ability and ensure that it is submitted in a timely way.

Summary: Provide a summary of the incident, type of SEA (and whether it involves a child), the services provided to the complainant and what actions have been taken to protect the complainant, whistleblowers and witnesses. Include basic information on the alleged offender and whether an investigation into the incident has been opened. Include an assessment on the risks of repeat offenses and what preventative measures have been put in place.

I. Information about Complainant

Name of Complainant:

Contact details

Address:

Email:

Phone:

Age:

Sex or Gender Identity:

Nationality:

If the Complainant is a child, has the parent or legal guardian been informed about the incident? Y N

II. Incident of SEA or retaliation

Date and time of incident (start/most recent dates):

Location of incident:

Detailed description of incident:

Witnesses (names and contact details) and facts witnessed:

Has the Complainant been interviewed: Y N

If so, provide details; including date, time and by whom and whether other persons were present during the interview (provide a copy of the interview report or transcript if available)

III. Information about alleged offender

Name:

Employer and job title: National staff International staff

Contact details
Address: Email:
Phone:

Age: Sex or Gender Identity:

Nationality:

Physical description:

Is the alleged offender's employer aware of the allegations? Y N
If so, has the alleged offender's employer opened an investigation? Y N
Has the alleged perpetrator been suspended from duty? Y N

Has the alleged offender been provided with information on their rights and obligations? Y N

IV. Information about the Reporter, if different to the Complainant (Victim/Survivor)

Name:

Employer and job title:

Contact details
Address: Email:
Phone:

Age: Sex or Gender Identity:

Nationality:

Physical description:

VI. Complainant assistance

- Ensure survivor-centered approach, which has the following guiding principles for the care of survivors of sexual and gender-based violence: **1. Informed consent 2. Confidentiality 3. Safety 4. Respect 5. Non-discrimination.**
- If the Complainant is a child, ensure appropriate child protection measures and referrals are in place.
- Ensure the Complainant has access to appropriate and timely forensic services, where relevant.

Does the Complainant need and want medical assistance or has s/he sought treatment? Y N
If so, where and from whom?

Which other services has the Complainant already received assistance from or would need help accessing?

Who is responsible for ensuring a safety plan for the Complainant?

Describe any security measures put in place for the Complainant:

Describe any referrals and advice about assistance, provided to the Complainant, including health, psychosocial, police and safe house:

V. Reporter assistance if different to the Complainant (Victim/Survivor)

If the Reporter is an employee of an organization, does she/he have access to adequate whistleblower protections within their organization?

Describe any protection and security measures put in place for the Reporter:

VI. Protection of witnesses

Provide details of any witnesses, their protection needs, and any security measures put in place for witnesses:

VII. Risk of the alleged offender repeating the alleged offense

Outline the risks of the alleged offender repeating the alleged offense:

Is there a risk to other members of the affected population/community? Y N

What measures have been put in place to prevent further alleged offenses?

Outline any protection concerns for the alleged offender:

VIII. Additional information

Date complaint/report first received and by whom:

Does the Complainant/Reporter know about IFRC's process for handling complaints? Y N

Has the Complainant consented to sharing the complaint with the alleged offender? Y N

Any information should be shared with the involved parties as part of a formal investigation.

SEA Report completed by:

Provide any other relevant information: