

REPORTING FORM FOR SAFEGUARDING ALLEGATIONS AND CONCERNS

Date of Approval: June 28, 2022

Date of Policy Review: December 2025

WageIndicator is committed to protecting every person supported or assisted by the work we do, fund and advocate. This includes all recipients of our services, supervisory board members, directors, international staff, its employees (full time or part time) working across the globe, interns, consultants and contracted individuals for specific projects.

This form should be used to report any safeguarding incident or concern relating to WageIndicator staff, supervisory board members, directors, intern, consultant and contracted individual.

WageIndicator has a duty of care to all who work for the organisation. It takes a survivor centred approach to complainants. Throughout, it is guided in its response by its policy base and agreed procedures and by its accountability to its supervisory body.

We understand that talking and writing about incidents can be a difficult and emotional process. We appreciate the time and energy you invest into this report.

This form will not be shared beyond WageIndicator. We will always aim to seek consent before acting unless it describes a situation in which you or others are at risk of harm. In such circumstances, we may be obligated to notify others, including relevant authorities. We will always inform you of actions taken.

We understand that you may wish to submit this report anonymously. However, in some cases, anonymised reports can limit our ability to investigate further. If you wish to disclose your name on a confidential basis, we will make every effort to maintain this confidence. Please return this form to our confidential email: rupakorde@wageindicator.org.

1. REPORTERS' DETAILS

Date and time.	
Your name. *	
Your location.	
Your contact details. Email and phone number.	

* If you would prefer to stay anonymous, you can leave this box empty

2. TYPE OF INCIDENT

Safeguarding concern about a child	
Safeguarding concern about an adult	
Sexual Exploitation	
Bullying/Sexual Harassment	

3. DETAILS OF ALLEGATIONS/CONCERNS

Name of individual(s) involved.	
Date / time of incident.	
Location of incident.	
Summary of incident. Please state in few words what the incident/concern comprises of.	
Details of the incident. (Please include facts, not opinions)	
Were/Are there any witnesses?* If yes, and if the witness is willing to be contacted by WageIndicator, please provide their contact details.	
Are there any other factors you would like us to consider?	

***We ask this question because witness testimony can help further investigation, however it is not required.**

4. IMMEDIATE ACTION

Please provide details of action taken to date.	
Has the incident been reported to any external agency? Please provide details of name of agency, contact person, email, phone number.	

5. PREFERRED NEXT STEPS

What would you like to happen next in relation to this report?	
How would you like the Designated Safeguarding Lead to Contact you about this report? Please give your email and telephone number.	

If you wish to communicate with the safeguarding lead in confidence, please contact rupakorde at wageindicator dot org. Thank you very much for the time you have taken to complete this report.