

Safeguarding Incident Reporting Form

Send to BBDN's **Safeguarding Focal** (headofops@bbdn.com.bd) or/and **BBDN CEO** (murteza.khan@bbdn.com.bd) or/and **Mr. Farooq Ahmed**, authorized Board of Trustee of BBDN (farooqahmed.mcci.bef@mccibd.org; farooqahmed2427@yahoo.com) use the email subject: 'Urgent: Attention, please treat this email confidentially'.

The form is for reporting safeguarding concerns including potential violations of BBDN's Safeguarding Policy and/or Code of Conduct. The information in this form is confidential. Please provide as much as information as possible.

Areas where you have nothing to report should be kept blank.

1. Please indicate the nature of your concern (tick any that apply)

1a. Concerns that specific children or adults may have been harmed or are at risk of harm if no action is taken	Check if relevant
You have evidence that an adult or child has been, or may be at risk of, being harmed, abused, or exploited (e.g. eyewitness accounts of abuse, visible injuries, victim confided in someone)	
You are concerned about someone's behavior towards an adult or child (e.g. signs of aggression, obsession, or unhealthy interests have been observed)	
You are concerned for the safety or welfare of an adult or child. (e.g. signs or indicators of harm/abuse have been observed in the adult or child)	
How did this concern come to your attention? Please give details, including whether you observed it in person, if someone else reported it to you, or if the victim told you directly	

1b. Concerns about general behavior, practices or infrastructure, that could be putting people at risk	Check if relevant
Concern about someone's general behavior (e.g. breaking a condition of the Code of Conduct)	

<p>Concern about the infrastructure, protocols or practices of a school, hospital, clinic or other organization that could be putting people at risk (e.g. unclean/unsafe facilities, use of corporal punishment, lack of fire exits)</p>	
<p>How did this concern come to your attention? Please give details, including whether you observed it in person or if someone else reported it to you</p>	

2. Information about you:

Name:

Position at BBDN (or relationship with BBDN):

Phone No;

Email:

3. Information about your concern

<p>Nature of concern/suspicion/incident Describe your concerns, what you have witnessed or what has been reported to you. Give as many details as possible; take as much space as needed</p>
<p>Place where the incident or concern has arisen</p>
<p>if the concern is linked to a BBDN project, please give project name</p>
<p>Date (or time period) of the incident or concern</p>
<p>Is there a concern that specific individuals still are, or could be, at risk of harm? If yes, please provide details below.</p>

4. Observations and actions

Conversation report

If the concern was reported to you by someone else, or if you have spoken to any individuals who are directly affected, please describe here what he or she told you, and what you said

Observations

Such as injuries, emotional state of the child or adult affected, or the physical state of Facilities.

Cultural factors

Please mention any specific cultural factors that need to be taken into consideration.

Action taken

Have any measures been taken, for example to improve the safety of facilities, and/or to protect any affected individuals? If so, please describe.

Any additional measures not yet undertaken

Do you feel that any other measures –in addition to those already undertaken – are necessary, to ensure people’s immediate safety? If so, please give details