

Child Safe and SEAH Allegation Notification Form

Please provide as much information as you can when you fill in this form.

Note: please consider the privacy and protection of any individuals reporting SEAH (e.g. whistleblowers).

Reporting Individual / Organization details	
Organization name:	
Individual/s name:	
Contact Phone Number:	
Email:	
Address (of individual and/or organization):	
Child Safe or SEAH Allegation	
Details of allegation/s (please provide as much detail as possible including any specific vulnerabilities such as disability, sex worker, child/ren etc)	
Type of allegation (refer to the Child Safe and/or SEAH policy regarding definitions)	Select all that apply: <input type="checkbox"/> Sexual exploitation <input type="checkbox"/> Physical abuse <input type="checkbox"/> Other (What) <input type="checkbox"/> Sexual abuse <input type="checkbox"/> Psychological harm <input type="checkbox"/> Sexual harassment <input type="checkbox"/> Neglect
Date/s of alleged incident	
Location of alleged incident (country, province, city, village, town etc. Please provide as much detail as possible)	
Date allegation report received	
Is the survivor of the alleged incident a:	<input type="checkbox"/> Beneficiary of an Asian Aid supported program/activity? Please provide program/activity details:
	<input type="checkbox"/> Employee/volunteer of an Asian supported program/activity? Please provide program/activity the person is involved with:
What support has/is being provided to the survivor? (referral to	Please provide as much detail as possible

<i>medical facility, counselling services, etc)</i>		
Reporting and Investigation		
What investigation or reporting has been undertaken by Asian Aid or the Asian Aid partner Organization?	Steps already undertaken <i>(please include details when this was done and by whom):</i>	Status (complete, ongoing):
	Steps planned:	Status (complete, ongoing):
Are local police aware of the alleged incident? <i>If yes, please provide contact name and details for the local police including full title of the local police station. If available, please attach a copy of the police report.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Date of when alleged incident was reported to the authorities: Contact details:	
Has the alleged incident been notified to any other law enforcement authority? <i>If yes, please provide contact name and details for the law enforcement authority including full title of authority, contact details. If available, please attach a copy of the report made to the law enforcement authority</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Date of when alleged incident was reported to the authorities: Contact details:	
Has the alleged incident been reported to any other organization or	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<p>authority other than law enforcement authorities? <i>If yes, please provide:</i></p> <p><i>Name of organization / authority</i></p> <p><i>Contact name and details</i></p> <p><i>Date the alleged incident was reported to the organization or other authority</i></p>	<p>If yes: <i>(If more than one please fill in the following details for all that have received reports)</i></p> <p>Name of other organization or other authority</p> <p>Contact name and details:</p> <p>Date of when alleged incident was reported to the other organization or other authority:</p>
<p>Other information <i>Please provide any further relevant information not already provided above</i></p>	

This Allegation Form was completed by:		This Allegation Form was received by: (Organization Director / Asian Aid CEO or Chair of Safeguarding Committee)	
Name:		Name:	
Organization:		Organization:	
Date:		Date:	
Signature:		Signature:	

Send form to Asian Aid CEO: safeguard@asianaid.org.au

Definitions:

Sexual exploitation - any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes. It includes profiting monetarily, socially, or politically from sexual exploitation of another.

Sexual abuse - actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. It covers sexual offences including but not limited to:

- attempted rape (which includes attempts to force someone to perform oral sex)
- sexual assault (which includes non-consensual kissing and touching)
- All sexual activity with someone under the age of consent (in the law of the host country or under Australian Capital Territory law [16 years], whichever is greater) is considered to be sexual abuse as is the commission of sexual acts or sexual abuse in the presence of a person under the age of consent. The intention of the perpetrator is not relevant.

Sexual harassment - if another person makes an unwelcome sexual advance or an unwelcome request for sexual favours or engages in other unwelcome conduct of a sexual nature, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated.

Sexual harassment can take various forms. It can be obvious or indirect, physical, verbal or visual, repeated or one-off and perpetrated by any person of any gender towards any person of any gender and age. Sexual harassment can be perpetrated against beneficiaries, community members, citizens, as well as staff and personnel.

Physical abuse – hitting/kicking, rough restraint or excess force.

Psychological harm – exposure to violence/threats of violence/humiliation/belittling.

Neglect - inadequate clothing/food/inadequate medical care/shelter/lack of supervision, etc.

Authority – legal representatives including police, Australian Federal Police (AFP), Department of Children Services, welfare council, etc.

Survivor – someone still living after dangerous event such as sexual abuse, exploitation, physical or domestic abuse.

Mandatory Reporter – a person in a position who works with children or a public guardian role and/or a person 18+ years is required by law to report suspected or actual child safety (sexual or physical abuse) concerns to legal authorities.

Safeguarding – measures to protect the health, well-being and human rights of individuals, which allow people – especially children, young people and vulnerable adults – to live free from abuse, harm and neglect.