

SAFEGUARDING

CONFIDENTIAL: REPORT FORM FOR SUSPECTED ABUSE

1. Eswatini’s Children Welfare and Protection Act (2012) and Sexual Offences & Domestic Violence Act (2018) requires “...any person who witnesses or receives information of an offence or has reasonable grounds to believe that an offence has taken place or is about to take place, shall report the case to the police or to the relevant structure.”
2. In accordance with the law and Waterford Kamhlaba’s Safeguarding Policy, all members of staff are required to report all suspected abuse.
3. The policy requires action to be taken within 48-hours of becoming aware of any abuse. Furthermore prompt action is required in medical emergencies.
4. In order to report suspected abuse, fill in the form below and submit it to the school Safeguarding Officer (clause 16.1 of the policy).

Details of person disclosing suspected abuse:

Name	
If person is not a WK student / staff, please include person’s date of birth, residential address, contact numbers	
Date of disclosure	
Time of disclosure	

What **information** was told to you by the person? (try use their words to prioritize reporting fact versus your opinion) What did you observe?

What **actions** will you take?

--

Your details:

Name	
Signature	
Date	
Time	