

The Hong Kong Girl Guides Association Child Protection Report

This report should

- contain only facts and the corresponding matters of concern; embellished details are prohibited.
- be completed within 24 hours of the incident or suspicion.
- Be filled in by any member who has reasons to suspect or is concerned about the welfare of a child.
- be marked with 'private and confidential', and sent to the Child Protection Officer via sealed envelope or email.
- be signed by all parties involved.

Case number: _____

Details of the informant:

Name: _____

Gender: _____

Phone: _____

Email: _____

Occupation/Position related to the
child/HKGGA:

Relationship with the child:

Details of the child:

Name: _____ Gender: _____ Age: _____ Language: _____

Ethnicity: _____ Unit: _____

School: _____

Any known disability: _____

Contact number: _____ Name of parent/guardian (if known): _____

Address: _____

Details of the incident or suspicion:

Record the details of the incident or suspicion, and record exactly what the child and witness said to you and your conversations. Include the incident date, time, location, type of incident or suspicion, information about the witness, physical and emotional state as well as the current safety status of the child, and whether other children are aware of the incident. Use separate sheets if necessary.

Other information:

For example: Is there any person who may put the child in further danger? Is the parent/guardian informed about this incident?

Addressing the issue:

Individuals/Parties who have knowledge of the incident:

(e.g. the police, social services departments, government departments, family members, friends)

Actions taken so far:

Further action:

Declaration:

I hereby declare the above information is reported to the best of my knowledge with no false or misleading information.

Date and time of report: _____

Signature of informant: _____

Signature of Child Protection Officer: _____