

On Call Africa (OCA) Case Report Form Template

Introduction

For the reporting of Accidents, Complaints, Safeguarding and Whistleblowing Concerns.

Safeguarding concerns should be sent directly to the OCA Programme Lead, or where the case relates to OCA's Programme Lead this should be directed to the Board of Trustees Designated Safeguarding Lead.

Cases regarding accidents, complaints or whistleblowing should be sent directly to the OCA Director, or where the case relates to the OCA Director this should be directed to the to the Board of Trustees Designated Safeguarding Lead.

- OCA Programme Lead, Rachel Lynch
Email: rachel@oncallafrica.org
Mobile: +260 967554052
- OCA Director, Ben Margetts
Email: ben@oncallafrica.org
Mobile: +260 762039644
- OCA Trustee and Safeguarding Lead, Gavin McColl
Email: gavin@oncallafrica.org
Mobile: +44 7799535161

What does this report relate to?

Accident Complaint Safeguarding Whistleblowing

Date of Report:

Time of Report:

Details about you (These questions relate to the person filling in the report)

Your Name:

Your address and or contact details:

Your role within the organisation (If applicable):

Who is this report regarding?

You Another Person

How was this report identified?

Observed by you Suspected by you An allegation was made to you
 Disclosed by named another person Observed by named other person
 An allegation was made to the named other person

Details about the other person (These questions should only be filled in if you are completing this report on behalf of someone else)

Is this person an adult or child?

Adult Child

Gender

Female Male Other:

Name:

Address and or contact details:

Where is the named other person now, and who is looking after them? (If applicable):

Name of parent/guardian if needed:

Address of parent/guardian if needed:

Phone number of parent/guardian if needed:

Details of the report (These are your observations/allegations or the other persons observation/allegation including if applicable what the other person told you and what was said).

Date, time, and place of the reported activity:

Please provide as much detail as possible:

Was anyone else involved:

Are there any immediate health or protection issues that you have identified?

Is there any other relevant information?

If applicable, have you reported this to any of the following:

Parents Carers Authorities

If you reported this to one of the above, please provide details including names, addresses and the relationship to the person this report concerns.

If you reported this to one of the above, what advice was given to and from them:

If you reported this to one of the above and advice was exchanged, has any action been taken and if so, what is the status of this action:

Have you reported this to a member of staff at On Call Africa:

Yes No

If reported to a member of staff, who was this reported to and has any action been taken by them: