

SafeSpace Public Incident Reporting Form

CONFIDENTIAL REPORTING | You may report anonymously. Only share details you feel safe sharing.

Use this form to report abuse, exploitation, sexual harassment, bullying, discrimination, neglect, retaliation or other safeguarding concerns connected to Mind Builders Africa. You do not need proof. Please do not use this form for emergencies.

1. Your report

Who are you reporting for?

☐ Myself ☐ Another person ☐ Witnessed ☐ Concern/suspicion

Would you like to remain anonymous?

☐ Yes ☐ No

Your name (optional)

Safe contact details (optional: phone or email)

Safe way and time to contact you (optional)

2. What happened?

Type of concern (tick any)

☐ Sexual abuse / exploitation ☐ Sexual harassment ☐ Physical / emotional abuse

☐ Bullying / discrimination ☐ Neglect ☐ Retaliation ☐ Other / unsure

What happened or what worries you? (Include only what you know)

When did it happen? (Date or approximate time; optional)

Where did it happen? (Optional)

Who was affected or involved? (Names only if known and safe to share)

3. Immediate safety and support

Is anyone in immediate danger?

☐ Yes ☐ No ☐ Unsure

Is the affected person under 18?

☐ Yes ☐ No ☐ Unsure

Is urgent medical or other support needed?

☐ Yes ☐ No ☐ Unsure

What help is needed? (Optional)

4. Before submitting

You may leave optional details blank. Do not attach intimate images or sensitive evidence to public forms. Reporting does not automatically trigger an investigation; authorised safeguarding personnel assess immediate safety, support and next steps. Information is handled on a need-to-know basis, subject to legal and protection obligations.

For safeguarding assistance: Valerie Alabie, Designated Safeguarding Lead | +233 50 088 5145 | valabie@mindbuildersafrica.org

Important: If someone is in immediate danger, seek emergency assistance through local emergency services. A website form is not monitored as an emergency service.

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