

Tearfund Safeguarding Children or Sexual Exploitation, Abuse or Harassment (SEAH) Reporting Form



ALL INFORMATION IN THIS FORM WILL BE TREATED CONFIDENTIALLY

You can lodge this form by emailing: safeguarding@tearfund.org.au

1. Information about the reporter	
Name	
Relationship to Tearfund (how the reporter is related to Tearfund Australia)	
Telephone	Mobile
E-mail	
Date of reporting	
2. Information about the child or adult survivor (if more than one person was affected, please include all)	
Name	
Gender (if known) Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary/Other <input type="checkbox"/>	Age range (approx.)
Current location of the survivor (include who the person lives with if applicable)	
Any additional information about the survivor, such as injuries, disability, general impressions.	
What actions have been taken to ensure the survivor's safety and access to support services at present?	
3. Information about the incident	
Details of alleged incident: <i>(Please provide details of the alleged incident. Include any specific vulnerabilities such as disability, sex worker etc.)</i>	

If it is a SEAH incident, please nominate one or more allegation types – definitions below	Sexual exploitation ¹ Sexual abuse ² Sexual harassment ³ Policy non-compliance ⁴
Date and time of alleged incident:	
Location of alleged incident: <i>(Country, province, city/village/town etc. Please provide as much detail as possible)</i>	
Were there witnesses? If yes –who are they and how can they be contacted? What (if any) is their relationship to the survivor?	
Is the survivor connected with in a project or activity run or funded by Tearfund or Tearfund and Department of Foreign Affairs & Trade?	

¹ Sexual exploitation refers to 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.

² Sexual abuse refers to the 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); and 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.

³ A person sexually harasses another person if the 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 or verbal, repeated or one-off and perpetrated by any person of any gender towards any person of any gender. Sexual harassment can be perpetrated against beneficiaries, community members, citizens, as well as staff and personnel.

Some examples of behaviour that may be sexual harassment include:

- staring or leering;
- unnecessary familiarity, such as unwelcome affection or touching;
- suggestive comments or jokes;
- insults or taunts of a sexual nature;
- intrusive questions or statements about your private life;
- displaying posters magazines or screen savers of a sexual nature;
- sending sexually explicit emails or text messages;
- inappropriate advances on social networking sites;
- accessing sexually explicit internet sites;
- requests for sex or repeated unwanted requests to go out on dates; and
- behaviour that may also be considered to be an offence under criminal law such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

⁴ Policy non-compliance refers to the failure to abide by Tearfund's Safeguarding Children Policy and Prevention of Sexual Exploitation, Abuse and Harassment Policy <https://www.tearfund.org.au/work-with-tear/policies-and-guidelines>

<p>If so, please provide essential details (e.g. name of the activity, purpose of the activity, name of host organisation, etc.)</p>	
<p>What support has been/is being provided to the survivor and the survivor's family?</p>	
<p>Have referrals been made to support services such as medical assistance, counselling services etc.? (if yes, please provide details)</p>	
<p>How did the reporter become aware of this incident?</p>	
<p>Who else has been informed about this incident?</p>	
<p>4. Reporting to police or other authorities</p>	
<p>If the alleged incident/allegation occurred outside Australia, are local police aware of the incident/allegation? If yes, please provide:</p> <ul style="list-style-type: none"> • A contact name and contact details for the local police including the full title of the local police station • Date the incident/allegation was reported to local police 	
<p>Have the Australian Federal Police (AFP), either in Australia or overseas, been informed of the incident/allegation? If so, what is their response or proposed action? If yes, please provide:</p> <ul style="list-style-type: none"> • The response or proposed action from the AFP • AFP contact name and contact details <p>Date the incident/allegation was reported the AFP</p>	
<p>Have any other authorities, other than the local police or Australian Federal Police been informed of the incident/allegation? If yes, please provide:</p> <ul style="list-style-type: none"> • The name of the other authority • A contact name and contact details for the other authority <p>Date the incident/allegation was reported the other authority</p>	
<p>5. If applicable: Information about the suspected perpetrator/person(s) involved</p>	
<p>Name</p>	<p>Male <input type="checkbox"/> Female <input type="checkbox"/> Other/Non Binary <input type="checkbox"/></p>

	Age range (approx.)
Suspected perpetrator's relationship with the survivor	
Suspected perpetrator's relationship or connection to Tearfund Australia or a Tearfund Australia Partner	
Is the suspected perpetrator Australian or living in Australia	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>
Current location	
Contact details	
6. Other information	
<i>(please provide any other relevant information here that has not already been mentioned above)</i>	