Incident Reporting by an FSP person

This form is intended to report a Friendly Space Policy Incident
It is meant to be filled up by an FSP person.
Please fill out the form. Guidance is provided on the right.
Mandatory fields are marked with *.

IMPORTANT
- It is important to always focus on the imminent safety of a participant
- If you are unable to go through these questions clearly make sure you tap in another team member to provide a second point of view.

COLUMN RIGHT

Before you collect the report

it is important to ensure consent from the reporting party, in particular when the person is providing elements of identification.
For example, you might tell them: *"Thank you for choosing to report an incident. We would like to inform you in advance that we allow you to report anonymously. Should you choose to voluntarily share your name or another person's name with us, please give us the consent to do so. Your report will be processed independently of your consent below and will be taken just as seriously. In certain cases, however, we may be better able to deal with the incident if we know your name."*

About specific sections

About identification

- The identification of involved parties is preferred. But anonymous report is also possible.
- Incident reporting may be done by the alleged victim, but it may also be done by witnesses. Be specific in which capacity the person is reporting.
- If the incident was reported by several people together, it is preferable to do only one report per case (please mention all individuals reporting). It is also acceptable that several reports be made for the same case if considered preferable.

About Content of the complaint

- **Who was involved:** Please indicate the person(s) involved, pronouns (if known). Provide

contact details or, if applicable, description such as height, clothing, etc., be careful not to write down the description in a discriminatory way.
For other observers/witnesses of the incident: please ask, if the person reporting agrees that we might address the witnesses when the person provides us with names
Please agree upon a pseudonym for the person accused/ involved if not identifiable by user name/ name)

- **Description of the incident and its chronology**
  Complete sentences, not just bullet points; chronological, so that outsiders can understand the course of events without having been there. Please be as concrete as possible: quotations, evidence, further information.

- **Special notes:**
  What should not happen/risk avoidance? Who may be addressed, who not? Incl. use or mention of the name? What details can or should not be used?
  What do you fear (for yourself or the person harmed/involved) if we were to inform or confront the person about the incident you reported?

- **Actions:** What steps were taken in accordance with the enforcement workflow? Did you have to call the police ? Reached out to the accused person to collect their own view ? Ban the accused person ? Issue a reprimand ? Or did you only record the report elements ?

- **Next steps:** What needs to be done ? Has the case been addressed ? Is further investigation needed ? Can the case be considered closed ? Or does it still need to be addressed ? escalated ?

After the report is filled-up

Please take the time to review the report being submitted. Use the guiding questions to help shape your decision making and your action.

When reviewing the Report, focus on the following questions :

- Is the issue time-sensitive due to potential danger? If so, ensure the participant reporting is safe and measures are taken immediately with the support of one another team member.
- What is the frequency of this issue?
- Is a prior conflict known that could explain the current situation ?
- Has an involved party already a history within the Friendly Space Policy space ?
- Is the report credible?
- What questions occur and need to be answered to proceed/make a decision about action?
- Who needs to be interviewed to understand the case?
- Who else needs to be informed or consulted to make a decision or to communicate to ensure a safe and sustainable solution for the problem reported?

COLUMN LEFT

ELEMENTS OF REPORTING

1. Identification	
Date, time and place of notification (*)	Date, time, place
FSP member providing support (*)	Name or Username
Who is submitting the report? (*)	Full name or user name, pronoun
In which capacity? (*)	Are they the alleged victim, a witness etc.
How can the reporting person be reached?	Contact details (e.g. e-mail address, mobile phone number, etc., depending on the preference of the reporting person)
2. Content of the complaint	
Summary of the complaint	One or two sentences to summarize the complaint
Where and when did the incident take place? (*)	Place, time of the incident
Who was involved? (*)	Person(s) involved, pronouns (if known)

	Person(s) reported/ accused, pronouns (if known)
	Other observers/witnesses of the incident
What happened? (*)	Description of the incident and its chronology.
Special notes?	Any elements that did not fit into the other sections and on which you want to get attention to
Action (*)	What steps were taken in accordance with the enforcement workflow?
Next steps (*)	What needs to be done now ?

❏ I agree that Wikimedia CH processes my name for the purpose of clarifying the incident.
❏ I confirm the information provided above is true to what has been reported to me

More information on contact addresses and my general data protection rights can be found at Wikimedia CH.

Link : Download Incident Report and submit later

Link: Submit the Incident Report

Data Protection: xxx

Incident Reporting by x

This form is intended to report a Friendly Space Policy Incident
It is meant to be filled up by anyone wishing to report an incident.
Please fill out the form. Mandatory fields are marked with *.
Guidance is provided on the right.

COLUMN RIGHT

Before you submit the report

Thank you for choosing to report an incident. We would like to inform you in advance that we allow you to report anonymously. Should you choose to voluntarily share your name or another person's name with us, please give us the consent to do so. Your report will be processed independently of your consent below and will be taken just as seriously. In certain cases, however, we may be better able to deal with the incident if we know your name.

About specific sections

About identification

- The identification of involved parties is preferred. But anonymous report is also possible.
- Incident reporting may be done by the alleged victim, but it may also be done by witnesses. Be specific in which capacity you are reporting.
- If the incident is reported by several people together, it is acceptable for you to do only one report and fill the form together. It is also ok to fill up several reports if you wish so.

About Content of the complaint

- **Who was involved:** Please indicate the person(s) involved, pronouns (if known). Provide contact details or, if applicable, description such as height, clothing, etc., be careful not to write down the description in a discriminatory way.
  For other observers/witnesses of the incident: please ask, if they agrees that we might address the witnesses when you provides us with names
  Please use a pseudonym for the person accused/ involved if not identifiable by user name/ name)

- **Description of the incident and its chronology**
  Complete sentences, not just bullet points; chronological, so that outsiders can understand the course of events without having been there. Please try to be as concrete

as possible: quotations, evidence, further information. Be factual.

About After the incident

- **Actions:** What steps were taken so far ? Did you or someone else have to call the police ? Did you reach out to the accused person to talk to them ? Requested an apology ? Talk to other people about it ? Reach out to a Friendly Space Policy support person to get some help ? Call for them to be banned ?

- **Special notes:**
  What should not happen/risk avoidance? Who may be addressed, who not? What details can or should not be used?
  What do you fear (for yourself or others harmed/involved) if we were to inform or confront the person about the incident you reported?
  Do you oppose for your name to be disclosed ?

After the report is filled-up

Please take the time to review the report before submission. Use the guiding questions to help shape your decision making and your action.

When reviewing your report, focus on the following questions :

- Is the issue time-sensitive due to potential danger? If so, first ensure you and others are safe and measures are taken immediately to restore safety
- Have you provided all the information that you could provide to describe the situation and help the WMCH team to understand it fully ?
- What is the frequency of this issue?
- Is a prior conflict known that could explain the current situation ?
- Has an involved party already a history within the Friendly Space Policy space ?
- Has an involved party already a history within other geographies, with other chapters and user groups ?
- What questions occur and need to be answered to proceed/make a decision about action?
- Who needs to be interviewed to understand the case?
- Who else needs to be informed or consulted to make a decision or to communicate to ensure a safe and sustainable solution for the problem reported?

COLUMN LEFT

ELEMENTS OF REPORTING

1. Identification	
Who is submitting the report? (*)	Full name or user name, pronoun
In which capacity? (*)	Are you the alleged victim, a witness etc.
How can you be reached?	Contact details (e.g. e-mail address, mobile phone number, etc.)
2. Content of the complaint	
Summary of the complaint	One or two sentences to summarize the complaint
Where and when did the incident take place? (*)	Place, time of the incident
Who was involved? (*)	Person(s) involved, pronouns (if known)
	Person(s) reported/ accused, pronouns (if known)
	Other observers/witnesses of the incident

What happened? (*)	Description of the incident and its chronology, including actions

3. After the incident	
Action ?	Did you or others already take a specific action ?
Special notes?	Anything we need to be aware of ?

❏ I agree that Wikimedia CH processes my name for the purpose of clarifying the incident.
❏ I confirm the information provided above is true and complete

I am aware that Wikimedia CH may have to provide the accused person with information about the complaint and I agree to this.
I am aware that Wikimedia CH might have to mention my name to the accused person. I know that I can withdraw my consent at any time with effect for the future. I am also aware that this revocation will not affect any processing that has taken place up to that point, including disclosure to the accused person cannot be reversed.
For more information on contact addresses and my general data protection rights can be found at Wikimedia CH.

Link : Download Incident Report and submit later

Link: Submit the Incident Report

Data Protection: xxx