

Anonymous Child Protection Reporting Form

Please note: This form should be personalized for your school and questions should be phrased appropriately for the age of students. You may create different reporting forms for different age groups. All questions are suggestions—please adapt this as agreed upon by your child safeguarding team. For further guidance, please refer to the [ICMEC Guidance on Anonymous Reporting](#). Instructions and suggestions for adapting this form are highlighted in lavender.

Suggested Introduction:

This form is a way for (School Name) Community Members to share concerns about student safety and wellbeing. It is also a place you can give us ideas about how we can make the school a safer place.

This form is received by the Designated Safeguarding Lead (name the lead) and the School Counselors (name the counselors or adapt the roles of the people who will receive the form as necessary). They will review what is shared and determine next steps in accordance with our safeguarding protocols.

You have the option to share your concerns anonymously. This can feel safer, but it is important to know that it can make it more difficult for us to help. The more information you can provide, the more we can do to help.

Suggested questions for gathering information about the reporter:

- Are you a:
 - Student
 - Parent
 - Staff Member
 - Alumni
 - Visitor
 - Other: _____
- If you clicked student above, are you in grade:
 - 1-3
 - 4-5
 - 6-8
 - 9-10
 - 11-12

- Are you writing to share a well-being concern about yourself or someone else?
 - Myself
 - Someone else

Suggested questions for gathering information about the concern—make sure to provide space for long answers to these questions:

- What is your concern? Please give as many details as possible.
- Who was involved? It will help us to help you if you can write names of everyone involved.
- Where did this happen?
- When did this happen?
- If you can tell us, what is the name of the person you are worried about?
- How old is the student or child whom you are worried about?
- What is the name of the person that you think is causing harm?
- How do you know about the matter?
 - I was harmed/I was the victim
 - I was a witness/I saw the incident
 - Someone told me about it
 - Other:
- Have you told anyone else about this matter?
 - Yes
 - No

Suggested questions for offering follow-up:

- Thank you for accessing our anonymous reporting form. The people who will read this form are (add names and roles of people who will read this form). If you are willing to share your name with us, that will help us in looking into your concerns. If you would like to share your name, please write it here.
- Would you like someone from the counseling office, or a teacher or principal, to talk to you about this? If so, please share your name and the person you would like to talk to.

Suggested closure:

Whether or not you share your name, please know we will look into this and do all we can to prevent harm to a child. Our actions may include:

- Meeting with the child protection team to discuss the concern.
- Figuring out if there is anyone we can safely ask for more information.
- Asking counselors to provide extra support to students in the age group of the reported concern.
- Reporting to the police if we think that a crime has been committed.

Resources to help:

- If this case involves a naked or sexual image, you might go to one of these sites for help:
 - [Take it Down](#): This service is one step you can take to help remove online nude, partially nude, or sexually explicit photos and videos taken before you were 18.
 - [Alecto AI](#): This free app allows you to find where your photos are being used across the internet and helps to remove them, including AI-generated deepfakes.
- If you have a different kind of problem online you might go to this site for help.
 - [Help4U](#): This site offers help for young people who are at risk of harm online.

If you need a different kind of help, please talk to the counselor or another trusted adult. We want to help you to be safe.