

FGM Abuse Incident Report Guidelines

All reports alleging abuse or the discovery of abuse must be verbally communicated immediately (i.e. as soon as possible that same day), by phone or in person to the supervisor. If the supervisor is implicated or the case warrants special handling immediately contact the next person of great authority. The incident must also be submitted in writing to the Managing Director of Faith Global Missions as soon as possible, but in any case, no later than 36 hours later.

In addition to reporting as specified above, you are directed to observe the following guidelines:

- Do not panic or overreact to the information reported by a minor or an adult.
- Do not challenge, argue with, refute, or criticize the minor, or state to the minor any conclusion that the minor simply was wrong or misunderstood what actually happened.
- In every way, respect the privacy of the minor who made the report. After having a second adult present be sure that any discussions concerning child abuse or child neglect take place at a location which is strictly private and where no one other than said two adults can overhear the discussion.
- All reports of abuse must be handled in a quiet and confidential manner and no disclosure should be made to any persons other than as provided in this policy.
- Be very sensitive to the emotional needs of the minor and try to relieve the stress and anxiety which accompany an abuse situation.

Use the following form to report hearing an allegation of abuse, witnessing abuse, or having reason to suspect abuse.

FGM Abuse Incident Report

Name of person reporting: _____

Date and time of all meetings: _____

Reasons for the initial suspicion: _____

Alleged victim's name and parent's name(s): _____

Nature or extent of injury (if any): _____

Present location of the child: _____

Alleged perpetrator's name: _____

How the information was obtained: _____

Who was contacted and when: _____

Details of what was reported or suspected (dates, times, places, specifics of what happened):

Data gathered during the investigation: _____

Basis/rationale for why there was or was not "reason to believe" that child abuse or child neglect occurred: _____

If there was a report to any government agency or law enforcement agency, the date and time of such report: _____

Signature of person reporting and date: _____