



**HOW TO REGISTER AND USE THE GUARDIAN ANOYMOUS REPORTING APP OR SEND A SAFEGUARDING REPORTING FORM**

If you want to report a safeguarding incident, you can do so by either using **THE GUARDIAN ANOYMOUS REPORTING APP** or by completing the **SAFEGUARDING REPORTING FORM** and sending it to [safeguarding@sarugby.co.za](mailto:safeguarding@sarugby.co.za) or [sport@theguardian.co.za](mailto:sport@theguardian.co.za)

For more information on how to use **THE GUARDIAN ANOYMOUS REPORTING APP** please visit the following YouTube link: <https://youtu.be/0tOaNqwVTAQ>

An information poster on **THE GUARDIAN ANOYMOUS REPORTING APP** and the **SAFEGUARDING REPORTING FORM** are attached to this information document.

**INFORMATION CONTAINED IN THIS DOCUMENT IS CONFIDENTIAL**

## **REPORTING FORM FOR NON-ACCIDENTAL HARM**

Name of reporter			
Addresses of Reporter (Physical and e-mail)			
Telephone number of reporter			
Relationship to the victim			
How did you receive this information	<input type="checkbox"/> Witness <input type="checkbox"/> Someone reported to you. <input type="checkbox"/> Victim <input type="checkbox"/> Other (specify)		
<b>Victim's Information</b>			
Name			
Age/Date of birth		Sex	M      F
Nationality			
Addresses (Physical and e-mail)			
Contact number			
Complainant is	Athlete		Staff
	Volunteer		Official
	Other- Explain: _____		
Other specific information (Young athlete, impaired athlete)			

<b>Detail of the incident</b>				
<b>Type of incident</b>	Psychological Abuse		Physical Abuse	
	Sexual Harassment		Sexual Abuse	
	Neglect		Bullying	
	Other: Please explain _____ _____			
Date, time, place, of the incident: (Date and time maybe between to dates and times)				



# ANONYMOUS INCIDENT REPORTING

#SaferTogether

## DOWNLOAD APP

SCAN HERE TO  
DOWNLOAD APP



PERSONAL  
INFORMATION  
CAPTURED WILL  
NEVER BE SHARED  
WITH ANYONE

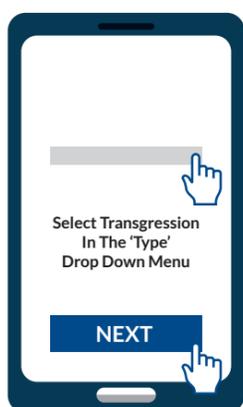
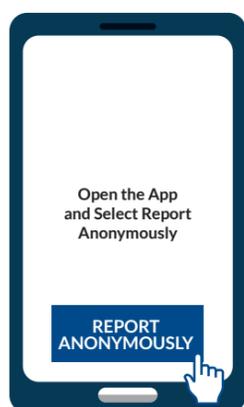


SCAN HERE TO  
DOWNLOAD APP

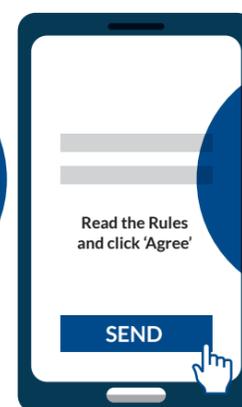


## INCIDENT REPORTING

YOUR PERSONAL INFORMATION IS KEPT ON THE GUARDIAN SERVER AND IS ONLY ACCESSIBLE BY THE GUARDIAN, ENSURING THAT YOUR ANONYMITY IS PROTECTED.



YOU CAN ATTACH  
DOCUMENTS, PHOTOS  
AND VIDEOS TO YOUR  
ANONYMOUS  
REPORT



READING THE  
RULES IS  
EXTREMELY  
IMPORTANT

## WHAT HAPPENS NEXT

THE PERSON RESPONDING TO YOUR REPORT WILL NEVER KNOW WHO YOU ARE.



Your Club will appoint a Designated Safeguarding Officer who will receive your anonymous report



Your report will be investigated by the Designated Safeguarding Officer



Feedback will be supplied via the app to you without ever knowing your identity



Report is investigated and action is taken

The Guardian Panic Button is Available via The Guardian App



ANONYMOUS REPORTING / INVESTIGATION / TRAINING / CLEARANCES

The only thing necessary for the triumph of evil is for good men to do nothing. Edmund Burke