

FARA Incident Report

FARA USE ONLY

Date Received:

Incident Number:

INSTRUCTIONS:

Complete as thoroughly as possible. All incidents will be thoroughly investigated.

Submit promptly to FARA at incident@carefa.org even if information is incomplete.

Part 1: Type of Incident(s) being Reported: (e.g. accident, injury, illness, child safeguarding violation, discrimination, harassment, etc.....)

Part 2: Reporter (Individual Completing this Form)

Name:

Organization/Position:

Contact Information:

Part 3: Report Origin

(Circle those that apply)

Reporting my own concern

Responding to concerns raised by someone else

If responding to concerns raised by someone else, please provide their name, role and contact details (if known) and how you became aware of the incident.

Part 4: Information about individual(s) Affected by the Incident

Affected:

Name(s):

Identifies(y) As:

Age(s):

Date(s) of Birth:

Part 4 Continued: Information about individual(s) Affected by the Incident	
Parent(s) / Caregiver(s) Name(s) if applicable:	Special Considerations: (e.g., Disability, Religion, Ethnicity etc...)
Contact Information:	

Part 5: Information about other person(s), if any, involved in or witness to the incident	
Name(s), Age(s), Role(s) and Organization(s):	Contact Information (including Parents or Caregiver if applicable):
1)	1)
2)	2)
3)	3)
4)	4)
5)	5)
6)	6)

Part 6: Incident Details

Please provide details of the incident including location, times, dates, and any other relevant information. Please clarify whether you were an eye witness to the event or whether you are reporting on behalf of someone else.

Part 7: Actions Taken

State any action already taken (e.g. contact with police, emergency services, government agencies, FARA management etc.)

If the person affected is a child, are the parent(s) / caregiver(s) aware of the incident and that a report has been made?

If other individuals are involved in this incident, are they aware that a report has been made?

Any further information or comments.

Date Incident Report Submitted to FARA:

Submission Method:

Part 8: FARA Action, Tracking Updates and Resolution

Date	Name and Title	Action, Tracking Update and Resolution