



Reporting Structure for Poetry Promoters

Creating a clear reporting structure is essential for poetry promoters to effectively process any allegations of misconduct, abuse, or safeguarding issues. This document provides a guideline for establishing this structure and includes a template for a Google Form that can be used for reporting.

Purpose:

To provide a clear, accessible, and confidential channel for individuals to report allegations of misconduct or safeguarding concerns related to poetry events and activities.

Key Components of the Reporting Structure:

1. Designate a Safeguarding Lead:

- Appoint an individual or team responsible for receiving and managing reports of allegations. This person should have training or experience in safeguarding issues.

2. Create a Reporting Channel:

- Establish an easily accessible reporting method (e.g., a Google Form) that allows individuals to report concerns anonymously if desired.

3. Ensure Confidentiality:

- Make it clear that all reports will be treated confidentially and that anonymity can be preserved if desired.

4. Outline the Reporting Process:

- Provide clear instructions to individuals on how to report concerns, what to include in their report, and what they can expect after submitting.

5. Training and Awareness:

- Offer training for staff and volunteers on how to respond to allegations and understand the reporting structure.



6. Review and Monitor:

- Regularly review the reporting structure and processes to ensure they remain effective and relevant.

Reporting Template for Google Form:

Here's a simple template you can use for creating a Google Form. Feel free to customize it based on your organisation's specific needs.

Google Form Structure:

Title: <event name> Reporting Form

Form Description:

This form is for reporting any allegations of misconduct or safeguarding concerns related to <event name>. Your report will be treated confidentially. If you prefer to remain anonymous, you may leave your name and contact information blank.

Form Fields:

1. Name (optional): [Short answer text]
2. Email (optional): [Short answer text]
3. Date of the Incident: [Date picker]
4. Location of the Incident: [Short answer text]
5. Details of the Allegation: Please provide a detailed account of the incident, including what happened, who was involved, and any relevant information. [Paragraph text]
6. Were there any witnesses? If yes, please provide their names or contact information: [Paragraph text]
7. Have you reported this incident to anyone else? If so, please specify who: [Paragraph text]
8. Would you like to be contacted for follow-up regarding this report?: [Multiple choice: Yes / No]



9. Additional Comments or Information: [Paragraph text]

Submission Confirmation:

Message to be displayed upon submission:

Thank you for your report. Your information will be treated confidentially, and we appreciate your commitment to ensuring a safe environment for all participants.

Implementation Steps:

1. Set Up the Google Form:

- Use the template fields above to create your Google Form. Make sure to adjust privacy settings to ensure responses are collected confidentially.

2. Share the Form:

- Distribute the link to the Google Form via email, social media, and at events. Ensure participants know they can report anonymously.

3. Train Staff and Volunteers:

- Provide training on how to handle reports and emphasize the importance of confidentiality and support for individuals reporting concerns.

4. Review Reports Regularly:

- Schedule regular reviews of the submitted reports to assess trends, address issues, and ensure that appropriate actions are taken.

5. Monitor and Modify:

- Continuously monitor the effectiveness of the reporting process and be open to making adjustments based on feedback from staff and community members.

By following these guidelines and utilizing the reporting form template provided, poetry promoters can create a foundational structure for processing allegations and safeguarding concerns in their events. This proactive approach is crucial for maintaining a safe and respectful space for all participants.