Initial Incident Report (date of report)

Date of incident. Name of receiver.
Summary of acronyms used for people mentioned in the report, such as:
X = person affected
Y = person whose behaviour was problematic
Z = good friend of X, who has intervened on their behalf with Y.

Background
History, context, who knows who and how, how they came to be in this situation together, any other relevant details that colour or clarify understanding of the incident.

Basic summary of events
Suggest this is in the form of bullet points, preferably in chronological order where possible. Stick mainly to facts, actions, words, who may be able to corroborate, where and when, etc.

After Incident
Summarise any discussions, actions taken, attempts at resolution etc that may have happened between the inciting incident and the current report, and who was involved in these.

Perspective/feelings of reporter
As it says on the tin. How do they feel, what do they want or need, how open are they to discussion with reportee?
Also who are they comfortable involving/telling, do they want to remain anonymous etc.

Safeguarding notes
Identify whether the reporter IS and FEELS safe (two separate metrics), and list any actions taken to ensure that their levels of safety, comfort and support are as high as possible. Also mention anything else that you feel may need to be done to help with this.

Current situation
How things have been left. What questions remain. Any actions that are in process or people that are already involved.

Initial evaluation/main concerns
Identify and outline the types of behaviour and problematic signs/patterns that this incident demonstrates. If it feels appropriate, briefly talk about any concerns for safety of the community and individual(s).
If known, note any mitigating or aggravating factors, such as whether this is claimed to have happened before, whether there are language/culture/neurodiversity etc challenges, how the reported is behaving now, etc.