

Self-Report Guide: Recording Your Experience (date of report)

*This guide is for **you**. It can stay entirely private, or you may choose to share it with someone you trust, like a consent or welfare team member. You can also revisit and update it at any time. Whatever you decide to do next, your voice matters and your experience is valid. 💜*

Date of incident _____ Date report completed (if differs): _____ Your Name _____

Acronyms or shorthand (optional):

To help make this easier to follow, you may wish to use initials or letters for the people involved.

For example:

- X** = you (the person affected)
- Y** = person whose behaviour was harmful or inappropriate
- Z** = friend or ally who supported you

Background

Share anything you feel is helpful about the lead-up to the situation. This might include:

- *How you and the other person(s) know each other*
- *The setting or event you were at*
- *Previous experiences that might add context*
- *Any relevant group dynamics or relationship*

Basic summary of events

We would suggest this be 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.

Your perspectives/feelings

Please share what this experience has felt like for you. You might include:

- *Emotional or physical impact*
- *What you want or need now*
- *Any concerns you have for yourself or the wider community*
- *Any questions or uncertainties you're sitting with*
- *Whether you feel open to any further contact or conversation with the person involved*
- *Who you feel comfortable telling or involving*
- *Whether you'd like to remain anonymous if this is ever shared with others*

Safeguarding notes

Please reflect on your sense of safety:

- ***Do you feel safe right now?*** (emotionally, physically, etc.)
- ***Are you safe in a practical sense?*** (environment, access to support, etc.)
- *What's been done to help you feel supported so far?*
- *Is there anything else that would help you feel safer or more grounded?*

Current situation

Where are things now?

- *Has anything changed since the incident?*
- *Are any actions in motion (talks, check-ins, space boundaries, etc.)?*
- *Who else is aware or involved?*