



THE PROMISE FOUNDATION

For mental health, education and potential realisation

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Sexual Exploitation and Abuse (SEA) Intake Form

Name of complainant: _____

Address/Contact Details:

Position (if applicable): _____

Age: _____ Sex: _____

Name of victim/survivor (if different from complainant):

Address/Contact Details:

Age: _____ Sex: _____

Name (s) & address of parents/legal guardian, if under 18

Has survivor given consent for completion of this form? YES: NO:

Is the victim/survivor a beneficiary/receiving any type of humanitarian assistance? (Name the organisation/agency providing assistance):

Location of alleged incident (s): _____

Date: _____ Time: _____

Physical and emotional state of the victim/survivor (Describe any cuts, bruises, lacerations, behaviour and mood, etc.):

Witness' Name & Contact Information:

Description of incident (Please use separate sheet of paper if necessary):

Note: Send completed form to The Ethics Committee email:
poshcommittee@thepromisefoundation.org

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Sexual Exploitation and Abuse (SEA) Referral Form

Briefly describe service provided to survivor:
Briefly describe if there will be need for medium and long-term victim assistance:
Any other pertinent information provided during interview? (Including contact made with other organisations if any):
Signature/thumbprint signalling that the complainant been informed about the Foundation's procedures for dealing with complaints:

Name of Accused Person (s): _____

Job title: _____

Organisation Accused Person (s) Works for

Address of Accused Person:

Age: _____ Sex: _____

Physical Description of Accused Person: _____

Is the perpetrator a continuing threat to the safety of the survivor, complainant, staff or any beneficiary? Please explain any safety concerns:

Has any disciplinary action been taken? (Describe):

Report Completed by: _____

Date/Time: _____

Position: _____

Location: _____

Date Report forwarded to Director _____

Date received by Director: _____ Signature _____

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Note: Send completed form to The Ethics Committee by email to poshcommittee@thepromisefoundation.org