



Safeguarding Policy Reporting Form
Working with Minors/Adults at Risk
(For use by Staff, and other Complainants)

COMPLAINANT (Place a V in the appropriate box)

- Legal guardian Staff Student Witness Other

INFORMATION OF THE COMPLAINANT

Name (English): _____ (Chinese): _____

Gender: _____

Contact Number: _____ Email: _____

ID: (Place a V in the appropriate box)

- Student: (Student's ID) _____
- Staff: (Staff ID) _____
- Position: _____
- Job title: _____
- Department: _____
- Other: (ID) _____

Date(s) and time(s) of alleged incident:

Name of person/s you believe wronged you or another minor/adult at risk:

If the alleged incident was directed at a person other than you, please identify the other person:

Please describe as clearly as possible the alleged incident. (Please attach additional pages, if needed. Every page enclosed should be signed by the complainant).



Please describe how you or the person at whom the incident was directed responded or reacted to the incident, including what was said. (Please attach additional pages, if needed. Every page enclosed should be signed by the complainant).

Where did the incident occur?

Were there any witnesses? If so, please list their names.

Please provide any other information that you believe will assist the University in investigating this incident. (Please attach additional pages, if needed. Every page enclosed should be signed by the complainant).

Have you discussed the incident with someone in this University? (Place a v in the appropriate box)

- No
 Yes (Please provide the name/s position and contact number of the person/s)

By my signature below, I confirm that I am submitting this report in good faith and the information provided above accurately reflects my recollection of the incidents related to my complaint.

Signature

Date



NOTES:

1. The Complainant should use English or one of the official languages of Macau to complete this Report Form in order to file his or her written complaint and deliver it to the Administrator of the University in person or by registered mail. All available evidence should be submitted as attachments.
2. The complaint should be made within 30 working days after the last incident of the perceived wrong behaviour, unless there are extraordinary circumstances that prevented the complainant from doing so. Such circumstances should also be specifically explained in the complaint.
3. An anonymous report is not considered as complaint.
4. The university will notify the alleged person in writing that an allegation has been filed. The notification will also provide the details of the claims that have been made against him or her.
5. The complainant should understand that it is a violation of the Policy to file a false allegation or provide false information. Such wrongdoings will also be subject to investigation and appropriate disciplinary actions.
6. The allegation will be passed on to the Rector or the on Duty Vice-Rector (when the Rector is absent) after you submit this Reporting Form to the Administrator of the University. You may be contacted by the University any time after. The University will deliver a preliminary decision to you within 15 working days (or in due course) after the allegation is received.