 Reporting form - Racist Incidents

# About the Incident

It takes courage to report a racist incident within the Church and we want to encourage you to give as much detail as possible, so appropriate action can be taken. As a diocese, we take this matter very seriously and are committed to supporting you during the process. Please answer the questions below giving as much information where required.

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| Tell us if you are the victim or witness? |
| Tell us about the incident in your own words, giving as much detail as possible. |
| Why do you think the incident happened? |

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| When did the incident take place? Please give the time, day and date. |
| Where did it take place *(e.g., was it in your home, at a church, online via Facebook etc)*? |
| Were there any injuries (e.g., *physical, emotional, spiritual etc*)? If yes, please describe them. |
| Did any damage to, or defacing of property result from the incident? If yes, please give details. |
| About the victim, please describe yourself or the person that the incident concerns (e*.g., how do you know them?)*. |
| Having reported the incident, what would be the best outcome for you, or the person concerned? |

# Details

## Your Name:

## Your Address:

## Post code:

## Telephone Number:

## Email:

## Please tell us how you would like to be contacted: post / phone / email

*(Please circle or underline your preference)*

**Please return this completed incident form and the monitoring form to Jo Durber, Officer for Governance and HR** email: jo.durber@lichfield.anglican.org or the postal address: St Mary's House, The Close, Lichfield, WS13 7LD.

## Once this form has been received, we undertake to respond to you within 28 days.