**Report of Possible Harm 疑似兒童傷害事件通報表**

School employees and volunteers are responsible to report any allegations or evidence of possible harm to a student or any behavior related to school’s child abuse definition (in Policy 1651). These reports must be hand carried to the Principal or Director of Boarding **within 24 hours**. Include only the information that is known at the time the allegation is received, without interviewing the victim(s) or alleged offender(s) or other possible witnesses.

學校教職員和義工有責任通報任何確定或疑似兒童傷害之事件或與學校兒童虐待定義(政策#1651)相關之行為。通報單必須於**24小時內** 親自送交校長或總舍監，僅需填寫得知該事件當時的狀況，請勿對疑似受害者或疑似施虐者或其他可能目睹該事件的人員進行任何訪談。

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| ***Alleged victim Name******疑似受害者姓名*** |  | □ 男 male □ 女 female | 就讀年級Grade: \_\_\_\_\_\_\_ |
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| ***Alleged offender’s Name疑似施虐者姓名*** |  |
| ***How the info was obtained or observed如何得知或觀察到受害資訊*** |
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| ***What was reported, observed or suspected 案情陳述**** Dates (YYYYMMDD) of possible harm 發生時間:
* Places where possible harm took place發生地點:
* Quote exactly the spoken words as much as possible. 案發經過(儘可能記錄實際的對話):
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| **If it was an emergency, what was done to protect the children that may be in immediate danger?** **若為緊急狀況，對可能有立即危險的兒童已採取哪些保護措施?** |
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| **Who wrote this report?****通報表填寫者姓名** |  | **Which administrator received this report?** **收到通報表之主管姓名** |  | **Date****日期: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |