

Information for you:



With thanks to:

People in Partnership
Images by: Hertfordshire Partnership NHS Foundation Trust, Photosymbols and Focus

Date of Incident:

Date of Report:

Agency reported to:

Reference number:.....



Report it

Hate Crime and Incident Reporting Form

About this form



This Report it Form is to report Crime and Hate Crime and Incidents

The Report it Form comes with the Reporting Book

The Report it Form is to help you say what has happened

Use the **Report it Form** to **Tell someone** if something bad has happened. You can get help to **Report it**



Report it when:

- something is wrong
- someone has made you feel bad or you are hurt
- someone else feels bad or has been hurt
- a crime has happened
- you think it is a Hate Crime



Say No to Hate Crime

Report it



999

Tell the police if anyone hurts or harms you or someone else

If someone is hurt or help is needed fast

Do not fill in the form - get help first

In an **emergency** call **999**

About this form



Anyone can report Hate Crime

Report it when:

You are a victim

- if it happens to you

You are a witness

- if you saw or heard it happen to someone else

You are a third party reporter or supporter

- someone asked you to report it for them
- someone told you about it and you want to report it



What you say on the **Report it Form** is **confidential**

It will be kept private and safe

It is up to you to say who can look at this form

This form will only be shown to other people if:

- the law or court says so
- you or someone else are in danger



You can ask for help to Report it

You can ask for help to fill in this form

There are lots of people who can help you fill it in

There may be a **reporting centre** near to you

The **police will help** you fill in this form



Tell someone



Report it



Tell the Police

How to Report it

To help you Report it and to say what has happened you can tick the red boxes



Something is wrong

Something bad has happened



I am a **victim**
It happened to me



I am a **witness**
It happened to someone else and I saw or heard it



I am a **third party reporter or supporter**
Someone has asked for my help to report it

Someone told me about it and I want to report it

Look at help for supporters and third party reporters on page 29



How to fill in this form

It is best, to use your own words or pictures to say what has happened if you can. Use the empty boxes on each page to do this.



You can write or draw in the box

Called names



There are pictures to help you report it and to help you say what has happened

You can mark the picture or tick the red box in the picture that most says what you want to say

What happened

Say in your own words or draw what happened



Write or draw in the box to **Say more**



These colours to help you say what has happened



What happened

What was said



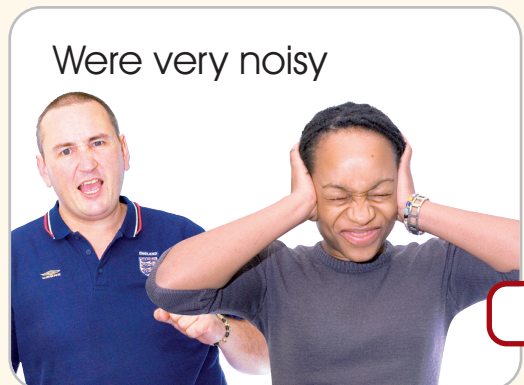
Write or draw in the box to **Say more**

Questions to help you:
What did they say?
Has it happened before?



What happened

What did they do



Write or draw in the box to **Say more**

Questions to help you:
Has it happened before?



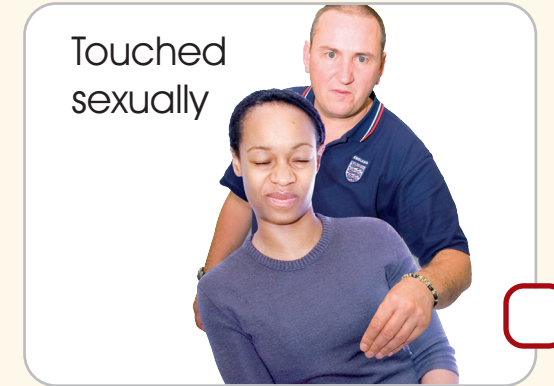
What happened

What did they do



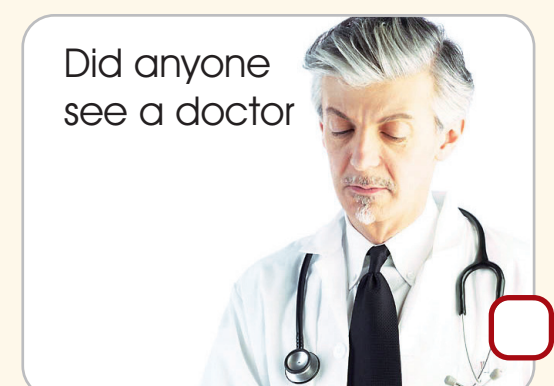
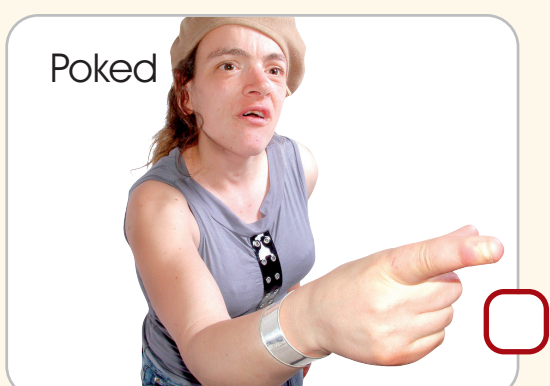
What happened

What did they do



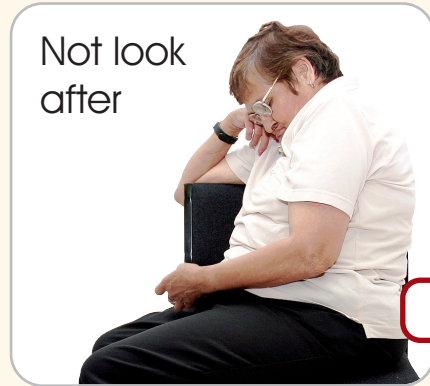
Write or draw in the box to **Say more**

Questions to help you:
Has it happened before?



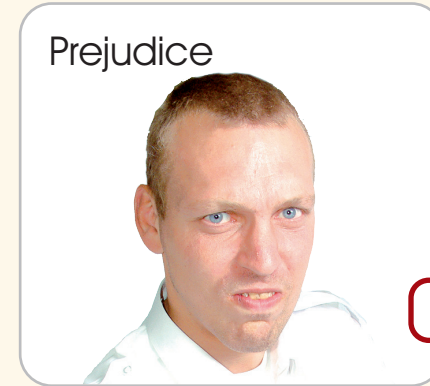
What happened

What did they do



Why did it happen

Why did they do it



Write or draw in the box to **Say more**



Questions to help you:

Has it happened before?



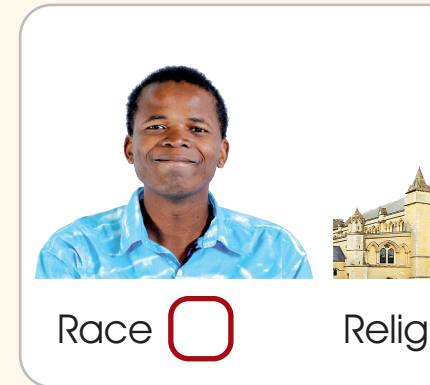
Write or draw in the box to **Say more**



Please say why you think this:

What was said?

What did they do?

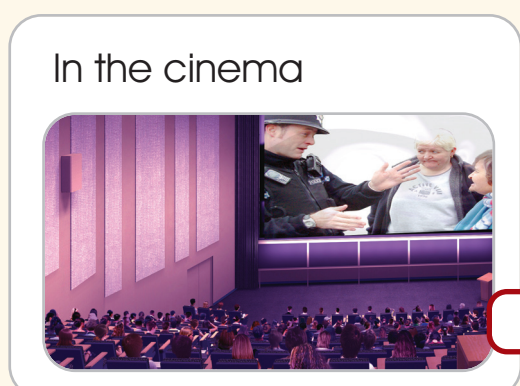


Where did it happen

It was...



Write or draw in the box to **Say more**



Where did it happen

Tell us about where it happened



Where did it happen

Tell us about where it happened



Write or draw in the box to **Say more**



Questions to help you:

- What colour?
- What number bus?
- Was there a number plate?



When did it happen

Time and date



What day

What date

Example: **Tuesday 13th December**

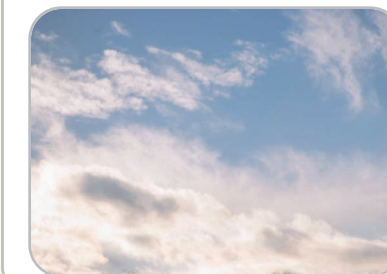
Write or draw in the box to **Say more**



What time?



Day time?

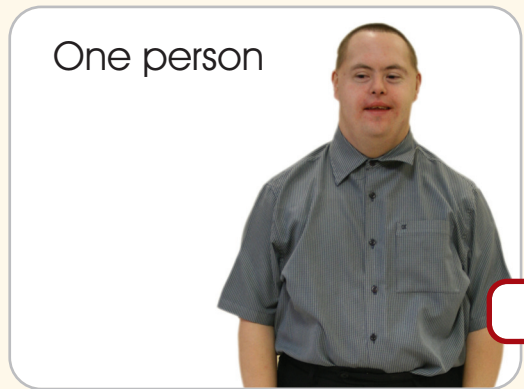
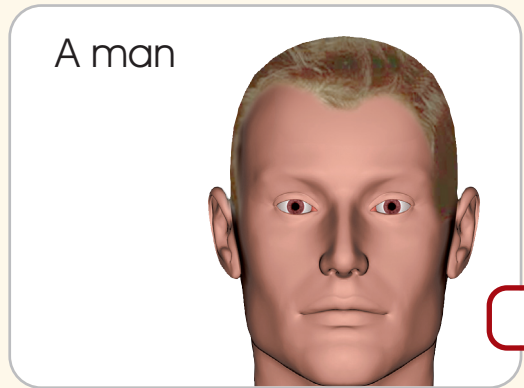


Night time?



Who did it

Were they



Write or draw in the box to **Say more**

Questions to help you:
How many people?



Do you know them

Who did it



If you know them what is their name and address:

Name/s

Address

Have they done this before? YES NO



Has it happened before

When did it happen?

Who was it reported to?



the police



someone else



Do you have a contact name

Do you have a reference number



Did anyone else see or hear what happened?

Their name

Address

Who have you told?

What did they look like

Their hair was

Short



Long



Spiked



Write or draw in the box to **Say more**



What colour was their hair?



White



Blonde



Red



Brown



Black



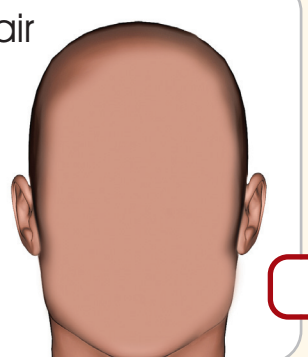
Curly



Straight



No hair



What did they look like

Describe them

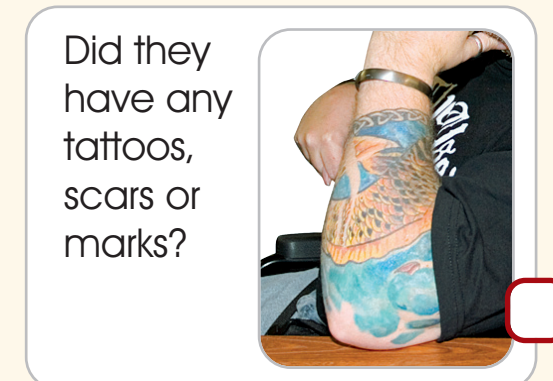
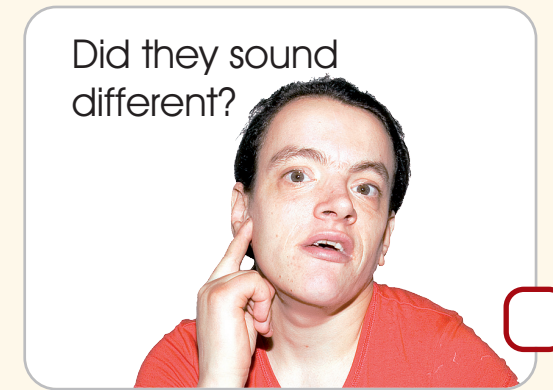


Write or draw in the box to **Say more**



What did they look like

Describe them



What were they wearing

They were wearing



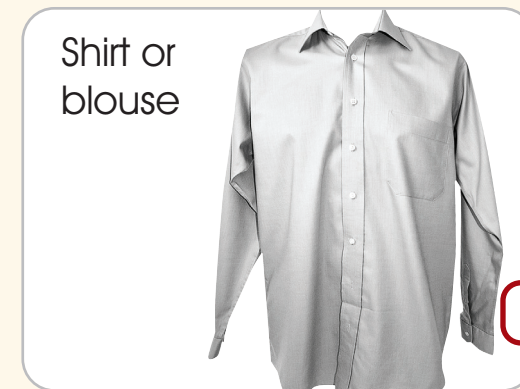
What were they wearing

They were wearing



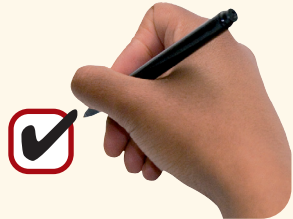
Write or draw in the box to **Say more**

Questions to help you:
What sort?
What colour?
Any pictures/words on clothes?



How did they travel

Did they travel



Write or draw in the box to **Say more**



Questions to help you:

- Which way did they go?
- What colour?
- What number bus?
- What was the number plate?



What to do next

Now you have filled in this Report it Form

You can choose what to do next:



- give the form to your support worker or care manager. Tell them what you want them to do with the form
- choose who you want to tell
- take the form to a reporting centre
- talk to the police



If you want to talk to the police about your form tell them how to contact you on the next page



You can:

- post the form to the police
- take the form to a police station

Keep the record of your report

It may have important information on it to help you talk to the police about what happened



You can photocopy the form for yourself

You can ask someone to photocopy it for you

Do you want someone to help you talk to the police



Their name

Address



Telephone

Contact me

Only fill this in if you want to talk to the police



How would you like us to contact you?



Your name?



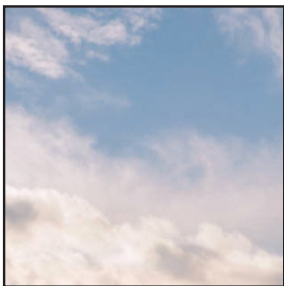
Address

Postcode

Telephone Number



When is the best time to contact you?



Day time



Evening



About this form

Information for Supporters and Third Party Reporters

Supporters

someone has asked for your help to fill in this Report it Form

Third Party Reporters

someone has told you what has happened and you want to Report it

This easy words and picture **Report it Form** is for people with learning difficulties and disabilities to report Crime, Hate Crime and Incidents.

You can use this **Report it Form** to report Disability Hate Crime. You can use the word only **True Vision Disability Hate Crime Reporting Pack** available from your local police or reporting centre or you can report online www.report-it.org.uk.

If someone asks for your help to fill in the **Report it Form** please make sure they can also look at the Reporting Book that comes in the Reporting Pack

This **Report it Form** aims to make sure that Disability Hate Crimes and Incidents are reported and recorded, crimes can be investigated, people can gain access to justice and victims and witnesses can be offered the support they want and need

The **Report it Form** can be used by the police and the Crown Prosecution Service as evidence so please give as much information as possible

If you or the person you are supporting do not want to talk to the police you can still use the form to say what has happened. **What you say may help other people.**

If you fill in the form and hand it to the police or other reporting centre, you will help the police, local councils, housing, social support and health services to find out what is happening in your local community. **They are all working together to stop Hate Crime**

Supporters

Send the form to the police **only if** the person you are supporting as victim or witness has said they want the police informed and they have filled in the **Contact me** section

Make sure the form goes to the agency or individual as stated by the person you are supporting and they keep the record of their report

If this form has evidence of a serious crime then it should be sent to the police for them to look at what has happened. Tell the person you are supporting if this needs to happen and please explain why you think you should contact the police.




If you have agreed to help the person you are supporting to talk to the police please give your contact details on page 27

About you

I prefer not to say

We ask **about you** to help us check everyone can speak up about Crime and Hate Crime. We will not put your name with your answers to these questions. It is up to you if you want to answer the questions below

Are you:

Female Male Other

What is your date of birth



Do you think you have a disability?

I prefer not to say











Physical disability Learning difficulty Mental ill health Sensory disability

What is your ethnic group?

I prefer not to say

 White British <input type="checkbox"/> Irish <input type="checkbox"/> Other <input type="checkbox"/>	 Black or Black British Black <input type="checkbox"/> Black African <input type="checkbox"/> Other <input type="checkbox"/>	 Asian or Asian British Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/>
 Mixed White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White and Asian <input type="checkbox"/>	 Other Ethnic Group Chinese <input type="checkbox"/> Gypsy or Traveller <input type="checkbox"/> Other <input type="checkbox"/>	

Record of report

Information and advice for the person making the report



Who gave the advice

Your name

Job Title

Date

Sign here please

To be filled in by the police only

Crime number

Reporting Officers name

Reporting Officers number

Police station

Offence Type

Date

Cut out and keep

