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

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
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
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

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When you 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

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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

Use these colours to help you say what has happened
What happened

What was said

They called names

They talked in a bad way

They swore

They said they will hurt

Write or draw in the box to Say more

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

They said bad things
What happened

What was said

They said they would do bad things

They said things that are not true

They sent text messages

They sent emails

They phoned

They sent letters
What happened

What they did

Made fun

Laughed at

Shouted

Write or draw in the box to Say more

Pointed

Questions to help you:
Who was hurt?
What was damaged?
Has it happened before?

Were very noisy

Bossed about
What happened

What they did

Threw something

At house □
At person □

Was there damage

Was anyone hurt

Bothered

Followed
What happened
What they did

Write or draw in the box to Say more

Questions to help you:
Where was touched?
Has it happened before?
What was the Doctors name?
Did anyone see a doctor?

What happened

What they did

Came too close

Touched sexually

Made to do sexual things

Was anyone hurt

Mark on the body where was hurt
What happened
What they did

Not talk
Not look after
Left out

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

**Questions to help you:**
What was taken?
What was damaged?
Has it happened before?

Taken things
Said they will take things
Damaged things
Why did it happen

Why they did it

Prejudice
Hostility
Disability

Write or draw in the box to Say more

Please say why you think they did it

What was said?

What did they do?

Race
Religion
Transgender
Sexual Orientation
Where did it happen

It happened

At home

At another house

In the street

Write or draw in the box to Say more

Please say where

In the park

In the cinema

In the pub
Where did it happen

It happened

At the shops

At the sports centre

At college

At the day service

At a place of worship
Where did it happen

It happened

At the bus stop
On a bus
In a taxi

Write or draw in the box to Say more

Questions to help you:
What colour?
What number bus?
What was the number plate?

In a car
On a train
On a minibus
When did it happen

Time and date

Day
Date

Example: Tuesday 13th December

Write or draw in the box to Say more

What time?
Day time?
Night time?
Who did it
It was

A man

A woman

Men and women

One person

Two people

A group of people

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

Questions to help you:
How many people?
1  2  3  4
5  6  7  8
Who did it

It was

Adults

A group of men

A group of women

Teenagers

Children
### Who knows about it

**Do you know them**

<table>
<thead>
<tr>
<th>Their name/s</th>
<th>Where they live</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Have they done this before</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

**Has it happened before**

<table>
<thead>
<tr>
<th>When did it happen</th>
<th>Was it reported to</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>the police</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact name</th>
<th>Reference number</th>
</tr>
</thead>
</table>

**Did anyone else see or hear what happened**

<table>
<thead>
<tr>
<th>Name/s</th>
<th>Address</th>
</tr>
</thead>
</table>

**Who have you told**

<table>
<thead>
<tr>
<th>Name/s</th>
<th>Address</th>
</tr>
</thead>
</table>
What did they look like

Their hair was

Short ☐  Long ☐  Spiked ☐

Write or draw in the box to Say more

Questions to help you:

Was their hair any other style or colour?

What colour was their hair?

White ☐  Blonde ☐  Red ☐  Brown ☐  Black ☐

Curly ☐  Straight ☐  No hair ☐
What did they look like

Describe them

Small build

Medium build

Large build

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

How tall were they

Taller than me

Shorter than me

What colour skin

Options:
What did they look like

Did they

Smell

Sound different

Wear glasses

Wear jewellery

You can draw on the body

Have a beard

Have any tattoos, scars or marks

You can draw on the body
What were they wearing

They were wearing

- Trainers
- Shoes
- Trousers, jeans or joggers
- Shorts
- T-shirt
- Jumper

Write or draw in the box to say more

Questions to help you:

- What colour?
- What were they like?
- Were there any pictures or words?
What were they wearing

They were wearing

- Dress or skirt
- Coat
- Jacket
- Shirt or blouse
- Hat
- Bag
How did they travel

They were

- On foot
- On a bike
- On a bus

Write or draw in the box to Say more

Questions to help you:

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

In a car

On a train

On a minibus
What to do next

Now you have filled in this Report it Form

It is up to you what you do next. You can:

• 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

Will someone help you talk to the police

What is 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

Please tell us the best time to contact you

Day time

Evening
Supporters and Third Party Reporters

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

Third Party Reporter: someone told you or you saw or heard what happened and you want to Report it

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 can be used by the police and the Crown Prosecution Service as evidence so please try to give as much information as possible.

If you or the person you are supporting do not want to talk to the police, do not fill in the Contact me page. 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 and do not give a name you can still 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 page.
- If the form is not going to the police please make sure it goes to the agency or individual as stated by the person you are supporting and make sure they keep the record of 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.

Contact me

If you helped someone fill in this form please say how you can be contacted.

It is important you do this in case the person you are supporting wants to tell the police now or in the future. The police may want to talk with you.

Name
Address
Telephone

If you have agreed to help the person you are supporting to talk to the police about this form please tick this box and also give your contact details on page 27
About you

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
- I prefer not to say

Do you think you have a disability?
- Physical disability
- Learning difficulty
- Mental ill health
- Sensory disability
- I prefer not to say

What is your ethnic group?
- White
  - British
  - Irish
  - Other
- Black or Black British
  - Black
  - Black African
  - Other
- Asian or Asian British
  - Indian
  - Pakistani
  - Bengali
- Mixed
  - White & Black Caribbean
  - White & Black African
  - White and Asian
- Other Ethnic Group
  - Chinese
  - Gypsy or Traveller
  - Other
- I prefer not to say

Do you think you have a disability?
- Physical disability
- Learning difficulty
- Mental ill health
- Sensory disability
- I prefer not to say

What is your date of birth
- I prefer not to say
Record of report

Information and advice for the person making the report

The Report it Form was given to

Name
Agency
Date Ref no:

Contact

To be filled in by the police only

Crime number
Reporting Officers name
Reporting Officers number
Police station
Offence Type
Date

This record of your report is for you to keep
Information for you:

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