Information for you:

Date of Incident: .....................................
Date of Report: .....................................
Agency reported to: ................................
Reference number: ................................

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

Report it
Hate Crime and Incident Reporting 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

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

What happened
What was said

They called names
They talked in a bad way
They swore
They said they would hurt

They said they would do bad things
They said things that are not true
They swore
They said they would do bad things

Write or draw in the box to Say more

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

They sent text messages
They sent emails
They sent letters

What was said
What was said
What happened

What did they do

Made fun
Laughed at

Shouted

Pointed

Were very noisy

Bossed about

Threw something

At house
At person

Was there damage

Was anyone hurt

Followed

Questions to help you:

Has it happened before?

Say more

Write or draw in the box to Say more
What happened

What did they do

Touched

Punched

Kicked

Pushed

Poked

Write or draw in the box to Say more

Questions to help you:
Has it happened before?

What happened

What did they do

Came too close

Touched sexually

Made to do sexual things

Was anyone hurt

Did anyone see a doctor

10

11
What happened

What did they do

- Not talk
- Not look after
- Left out

Write or draw in the box to Say more

Questions to help you:
Has it happened before?

- Taken things
- Said they will take things
- Damaged things

Why did it happen

Why did they do it

- Prejudice
- Hostility
- Disability

Write or draw in the box to Say more

Please say why you think this:
What was said?
What did they do?

- Race
- Religion
- Transgender
- Sexual Orientation
Where did it happen
It was...

- At home
- At another house
- In the street
- In the park
- In the cinema
- In the pub
- At the shops
- At the sports centre
- At college
- At the day service
- Place of worship

Tell us about where it happened

Write or draw in the box to Say more
Where did it happen
Tell us about where it happened

- At the bus stop
- On a bus
- In a taxi
- In a car
- On a train
- On a minibus

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

Example: Tuesday 13th December

- What day
- What date

- What time?
- Day time?
- Night time?

Write or draw in the box to Say more
Who did it

Were they:

- A man
- A woman
- Men and women
- One person
- Two people
- A group of people
- Adults
- A group of men
- Teenagers
- Children
- A group of women

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

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

What colour was their hair?
White  Blonde  Red  Brown  Black

Curly  Straight  No hair

Write or draw in the box to Say more
What did they look like

Describe them

Small build

Medium build

Large build

How tall were they?

Taller than me

Shorter than me

What colour was their skin?

What did they smell?

Did they sound different?

Did they wear glasses?

Were they wearing any jewellery?

Did they have a beard?

Did they have any tattoos, scars or marks?

Write or draw in the box to Say more
What were they wearing

They were wearing

- Trainers
- Shoes
- Trousers, jeans or joggers
- Shorts
- T-shirt
- Jumper
- Dress or skirt
- Coat
- Jacket
- Shirt or blouse
- Hat
- Bag

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

On foot
On a bike
On a bus

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?

In a car
On a train
On a minibus

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

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**

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**

- 12
- 13
- 14

**Do you think you have a disability?**

- I prefer not to say

**Physical disability**

- I prefer not to say

**Learning difficulty**

- I prefer not to say

**Mental ill health**

- I prefer not to say

**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
- Bangladeshi

**Mixed**

- White & Black Caribbean
- White & Black African
- White and Asian

**Other Ethnic Group**

- Chinese
- Gypsy or Traveller
- Other

**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

**This record of your report is for you to keep**