

Complaints should be reported to the appointed Triathlon Zimbabwe Child Safeguarding Officer (CSO) Ms Nyarai Kandawasvika email <u>nyarik1988@gmail.com</u> mobile numbers 0773235848 or 0735487790, or to the Secretary General or to any TZ Board or Committee Member, depending on who the complainant feels more comfortable communicating with.

## **Incident Record**

Date of incident: Location of incident:

Details of the incident:

Note the reasons for recording the incident. Ensure the following factual information is provided – who, what, when and where. Include names of witnesses, if relevant, and immediate actions taken. Offer an explanation where relevant. Attach a body map or other information, if appropriate.

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Date:
Responses to the incident including the names of anyone to whom the information was
passed.
Signature of Safeguarding Officer
Date: