



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



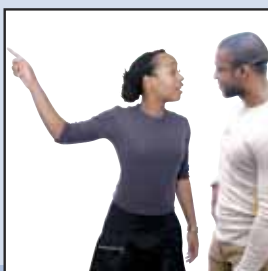
## You can ask for help to Report it

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



## 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



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



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 they will hurt



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



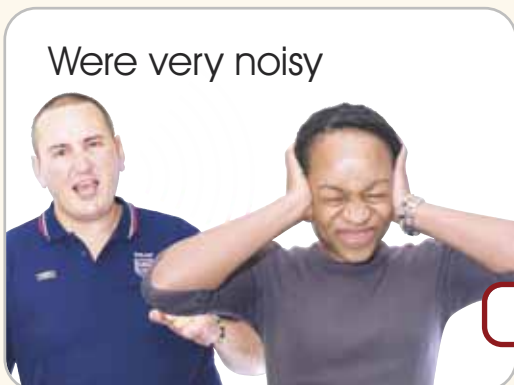
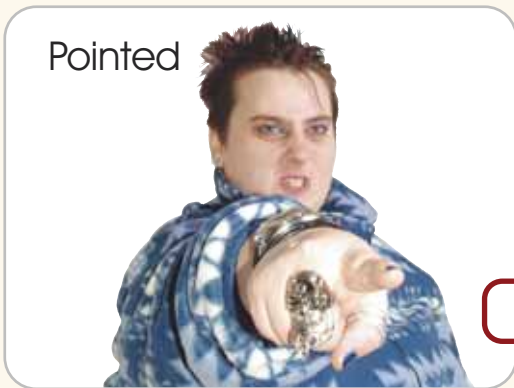
# What happened

## What they did



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

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





# What happened

## What they did

Threw something



At house



At person

Was there damage



Was anyone hurt



Bothered



Followed



# What happened

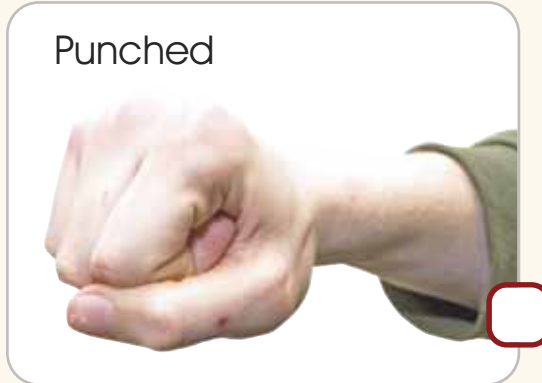
## What they did



Touched



Punched



Kicked



Pushed



Poked



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?

# What happened

## What they did

Came too close



Touched sexually



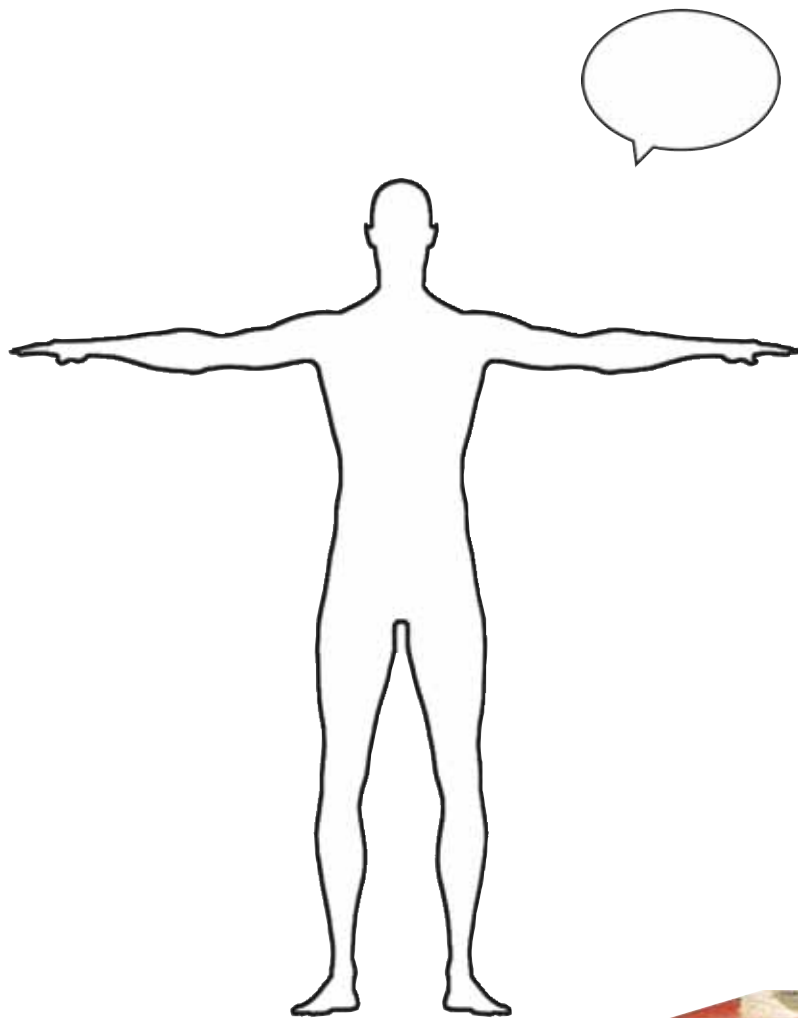
Made to do sexual things



Was anyone hurt



Did anyone see a doctor



Mark on the body where was hurt



# What happened

## What they did

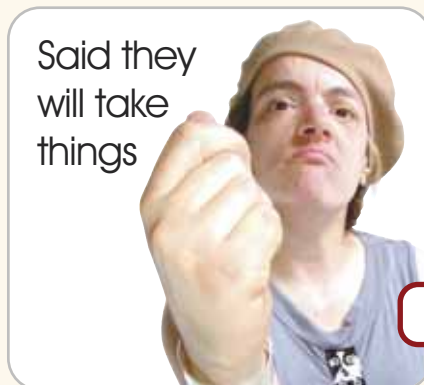


Write or draw in the box to **Say more**



### Questions to help you:

- What was taken?
- What was damaged?
- Has it happened before?



# 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

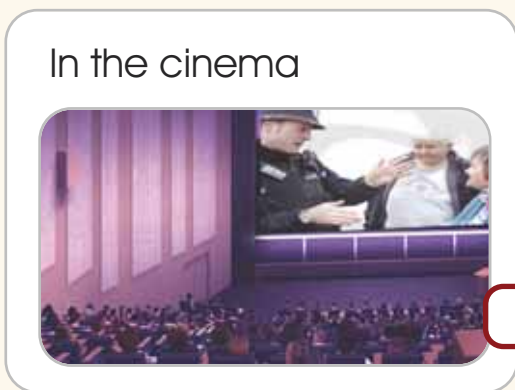
It happened



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



Please say where



# Where did it happen

It happened

At the shops



At the sports centre



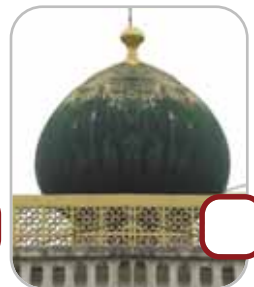
At college



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



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



One person



**Questions to help you:**

How many people?

1    2    3    4

5    6    7    8

Two people



A group of people



# Who did it

It was

Adults



Adults



Teenagers



Children



A group of men



A group of women



# Who knows about it



## Do you know them



Their name/s

Where they live

Have they done this before

YES

NO

## Has it happened before



When did it happen

Was it reported to



the police



someone else



Contact name

Reference number

## Did anyone else see or hear what happened



Name/s

Address

## Who have you told



Name/s

Address

# 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

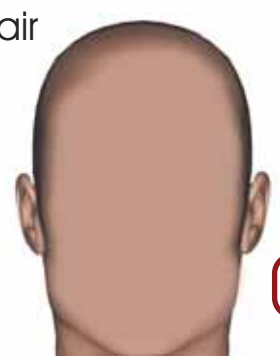
Curly



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



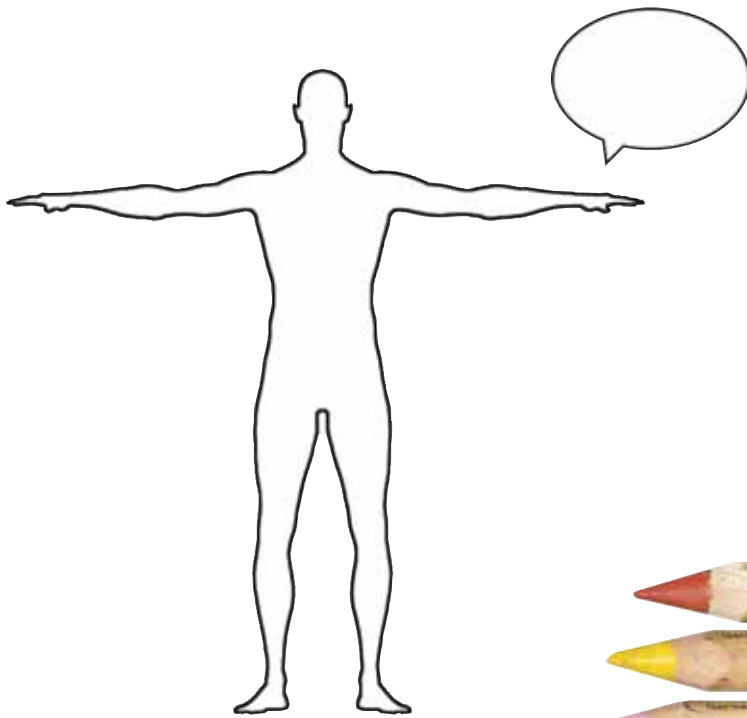
# What did they look like

Did they

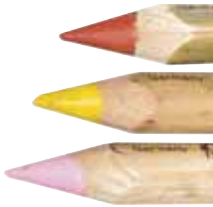
Smell



Sound different



You can draw on the body



Wear glasses



Wear jewellery



Have a beard



Have any tattoos, scars or marks



# What were they wearing

They were wearing



Trainers



Shoes



Trousers,  
jeans or  
joggers



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



Shorts



**Questions to help you:**

What colour?

What were they like?

Were there any pictures or words?

T-shirt



Jumper





# 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

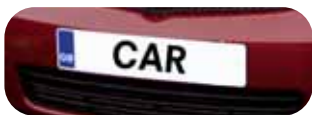


Write or draw in the box to **Say more**



## 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



# About this form

## 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

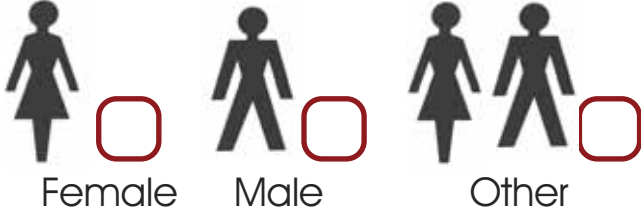
If you have agreed to help the person you are supporting to talk to the police about this form please tick this box and also give your contact details on page 27

# About you

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:



What is your date of birth



Do you think you have a disability?

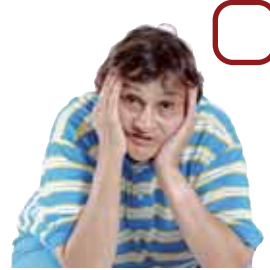
I prefer not to say



Physical disability



Learning difficulty



Mental ill health



Sensory disability

What is your ethnic group?

I prefer not to say



**White**

British   
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

### 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



## Information for you:



## With thanks to:

People in Partnership

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