

# E-service File a Report children and young people

**User manual** 

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### Introduction

This user manual describes the use of the e-service "File a report children and young people". Both private individuals and people in service who suspect that a child or a young person is being harmed or is at risk of being harmed can submit a digital report of concern through the e-service. The e-service does not require a login and private individuals can choose whether or not they want to remain anonymous. The report form is then adapted based on the choice one makes.

A report can be submitted at any hour of the day via a computer, tablet or smartphone. The notifier has the ability to attach one or more files through the e-service. The file types can be PDF, Word and/or image.

The report should only apply to children or young people who are registered in the Åstorp municipality. If the child or the young person lives in another municipality, you should contact the social services in the respective municipality. When the report has been submitted to the municipality, an administrator will receive the report and make a so-called preliminary assessment, in order to make a decision on whether or not to initiate an investigation.

# File a report children and young people

When you click on the link for the e-service "File a report children and young people" the following is displayed.



## **Mandatory information**

Information marked with an asterisk \* are mandatory to fill out.

Anmälan till socialtjänsten vid misstanke eller kännedom om att barn eller ungdomar far illa

\* = obligatoriskt att fylla i

### **Notifier**

You indicate whether the registration takes place as a private individual or through the service. Then click on "Next".

Depending on whether the registration takes place as a private person or through the service, one of two different forms is chosen.



### Report as a private person

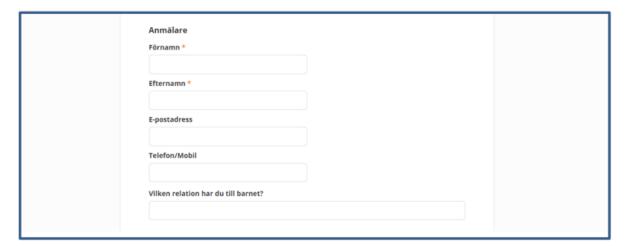
If you are going to report as a private person, select the option "I want to register as a private person"

Private individuals can choose whether they want to be anonymous or not by choosing *Yes* or *No* below the question "Would you like to be anonymous?". The form adapts depending on the choice.



### Not anonymous

If you have selected the choice not to be anonymous, information about the notifier should be filled out according to the image below.



### **Anonymous**

If you have selected the choice to remain anonymous, the rows with information about the notifier will not appear.

# Report through the service

If you submit a report through the service, you need to fill out mandatory information about yourself, such as what field of work you are in and personal information.

	nråde arbetar du? *			
Skola/Sko	barnomsorg			
Elevhälsa				
Ungdoms	mottagning			
Mödra- el	er barnhälsovård			
Socialtjän	st i annan kommun			
HVB				
Förskola				
Migration	sverket			
Tandhälso	vård			
Annan hä	so- och sjukvård			
Polis/åkla	gare			
Domstol				
Egna iaktt	agelser/information frår	annan inom näm	nden	
Kriminalv	ård			
Annan an	mälningsskyldig, ange			
Förnamn *				
Efternamn *				
1				
TITEL				
Titel				
Arbetsplats *	*			
Arbetsplats *	*			
Arbetsplats *	*			
Arbetsplats *	*			
Arbetsplats * Telefon/Mobil E-postadress				
Arbetsplats * Telefon/Mobil E-postadress				
Arbetsplats * Telefon/Mobil E-postadress				
Arbetsplats * Telefon/Mobil E-postadress Annan kontak				
Arbetsplats * Telefon/Mobil E-postadress Annan kontak	tperson			

# Information regarding the child/young person

Fill out the personal information about the child/young person within your knowledge, such as social security number or date of birth or estimated age, etc.

Barnet/Den unge	
Fyll i de personuppgifter som du känner till	
Förnamn	
Efternamn	
Personnummer, födelsedatum eller uppskatt	ad ålder *
Personnummer, ange	
ååmmdd-xxxx	
Födelsedatum, ange	
Uppskattad ålder, ange	
Adress	
Postnummer	
Ort	
Telefon/Mobil	
	fler barn/unga i hemmet?
Ja, ange namn och ålder	-
Nej	
Vet ej	
Var befinner sig barnet/den unge nu? Är barn barnet/den unge på en säker plats?	et/den unge i behov av skydd? Befinner sig
Är barnet/den unge informerad om att du gör Ja	en anmälan?
Nej	

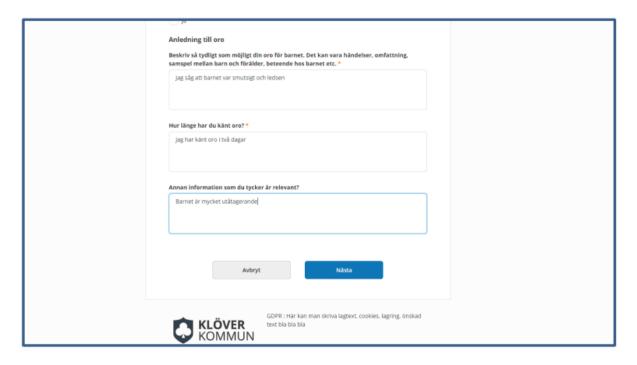
# Information about parent/guardian

Fill out the personal information, within your knowledge, about the parent/guardian.

Fyll i de personuppgifter som du känner till					
Förnamn					
Efternamn					
Personnummer					
Adress					
Postnummer					
Ort					
Telefon/Mobil					
Behov av tolk?					
Ja, ange språk					
Nej					
Vet ej					
Är föräldern informerad o	m att du gör en anmäla				
Ja					
Nej					

### **Reason for concern**

Fill out relevant information about your concerns for the child/young person, how long you have had concerns as well as other information that you think is relevant. Then select "Next".



### **Attach files**

As a notifier, you have the opportunity to attach one or more files in the form of PDF, Word and/or images (for example png, jpg, bmp, tiff) with your report.

The maximum size of a file is 50 MB. The maximum size for all attachments in a report is 100 MB. The maximum number of attachments in a report is 20.



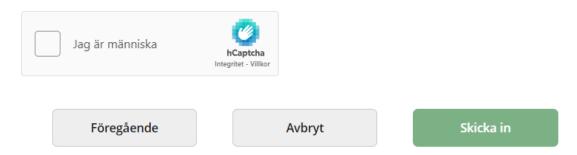
### **Preview**

As a notifier, here you are able to review your report prior to submitting it.

# **Submit the report**

Before your report can be submitted, you must select "I am human" and follow the instructions to verify that you are not a robot.

1. Click the box "I am a human being"



2. Click on the images according to the instructions



Once you have proven that you are not a robot, the following image is displayed, and you can then submit your report.



It is possible to save the report for those who report through the service.