

Concern / Complaint Form

Receiving a disclosure and recording the information is an important step in supporting the alleged victim. This form should be used to record a suspicion, allegation or disclosure of abuse or a complaint of inappropriate conduct.

Please do not discuss the concern with anyone other than your parish priest, manager or Safeguarding office. *If there's immediate danger please contact police immediately.*

Your Details	Name: _____ Tel: _____ Email: _____ Position: _____ Parish/Order: _____
Details of the Alleged Victim	Name: _____ Date of Birth: _____ Age: _____ Tel: _____ Address (if known): _____ _____ Ethic Origin: _____ Language: _____
Parent/Carer details (where applicable):	Name: _____ Address (if known): _____ _____ Tel: _____ Is the parent/carers aware of the allegation, suspicion or complaint? <input type="checkbox"/> Yes <input type="checkbox"/> No
Details of person making complaint	Name: _____ Address (if known): _____ _____ Tel: _____ Email: _____ Relationship to child or alleged victim: _____

**Details of person
who the complaint
was made against**

Name: _____

Address: _____

Tel: _____

Relationship to child/victim (ie: parent/Priest/teacher): _____

Address at the time of incident(s): _____

Position within Parish: _____

1. Nature of the complaint – include time, date, location and what happened (this can include observations of alleged victim's behaviour).

2. Details of any injuries and if the alleged victim received medical attention.

3. Accurately record what the alleged victim said when describing what happened.

(In the case of an allegation of abuse, formal investigations and interviews will be carried out by Department of Communities and Justice (DCJ) and/or NSW Police. You must record only what the child has said at the point of initial disclosure it is not your role to investigate.)

4. Details of any witnesses?

5. Does this complaint indicate the possibility of abuse, i.e. physical abuse, sexual abuse, neglect?

Yes No

If yes, you must now consider your mandatory reporting obligations.

6. Does this complaint amount to Reportable Conduct or Conviction? Please indicate which category?

- Sexual abuse
- Physical assault
- Sexual misconduct
- Ill-treatment
- Neglect
- Psychological harm
- Offence under S43B of NSW Crimes Act (failure to protect)
- Offence under S316A of NSW Crimes Act (failure to report)
- Reportable conviction

7. Who did you make a report to?

- Parish Priest
- Safeguarding Office (via 66 21 9444 or safeguarding@lismore.catholic.org.au)

- Police (via 000 or Local Area Command (LAC))
- Office of Children's Guardian
- Department of Communities and Justice (DC&J) (via 132 111)

Names and details of people spoken to:

8. What actions were agreed upon and by whom? Please specify.

9. Form completed:

Date: _____ Time: _____

Signed: _____

(A copy must be retained by the recipient of the disclosure and filed in a secure location. A copy must be sent to the Safeguarding Office and, as required, the police shall receive a copy of this record).