

To be completed by the person who hears a disclosure or wishes to report a child or young person at risk of harm. The completed form should be given only to the Safe Church Reporting Officer, and then kept in a locked filing cabinet. The information will be used for reporting to the appropriate authorities, including the Department Child Protection.

PART A

Name of person filling in this report (Reporter)			
Name of Safe Church Reporting Officer:			
Relationship to the alleged victim:			
Nature of alleged abuse:	physical	emotional	sexual
	neglect	witness to domestic violence	
This report is due to:	reasonable grounds	disclosure made on: Date / time:	
<p>Describe why you have reasonable grounds for this report (add pages if needed). Include when and how you became aware of the information; names of other witnesses; description of any injuries; description of the behaviour of the child or young person; the carer's attitude regarding the incident (if known).</p> <p>Where disclosure has occurred provide a first person verbatim in this space. Record the child or young person's actual words as best as you can.</p>			
Signature			Date/Time

PART B

Details of alleged abuse victim				
Name:		Age		Male Female
Address:				
Parent/Guardian		Phone		
Names of siblings:				
Have the parents/guardians of the alleged victim been notified? Yes No				
If yes, person(s) spoken to:		Date/Time		
What were they told:				
Details of alleged perpetrator of the abuse (if known)				
Name:		Age		Male Female
Address:				
Phone:				
Does the alleged perpetrator know about the report? Yes No				
If yes, who spoke to him/her:		Date/Time		
What was he/she told:				
Church's response to alleged abuse/risk of harm				
Safe Church Reporting Officer (SCRO) advised? Yes No				
Reported to SCRO by:		Date/Time		
Statutory Body/Department Child Protection? Yes No				
Name of call centre worker:		Ref #		
Have the police been notified? Yes No				
Reported to police by:		Date/Time		
Name of Officer and Station				
Advice given by police officer				
Report submitted by:		Position in Church:		
Signature		Date		