

CHILD PROTECTION Reporting Form

1. about the disclosure/concern

Date of disclosure/concern:

Time of disclosure/concern:

How was information received? *(Attach any written information to this form)*

Telephone Letter Email person

2. Details of person making disclosure/raising concern

Name

Address

Tel Mobile

Email

Relationship to child or alleged victim

3. Details of child or alleged victim

Name

Address

Tel Mobile

Ethnic origin

Language *(is interpreter/signer needed?)*

Religion

Disability

Special needs

Parish / Order *(if applicable)*

4. Parent / Guardian details *(where appropriate)*

Name

Address

Tel Mobile

Are they aware of the allegation, suspicion or complaint? Yes

5. Details of alleged perpetrator

Name

Address

Tel Mobile

Relationship to child/ victim *(parent/Priest/ teacher, etc.)*

Position

Address at time of incident(s)

Current contact with children, if known *(board of governors of school, runs youth activities etc.)*

Any additional information

6. Details of concern, allegation or complaint *(Include dates/times and location the incident(s) occurred, witnesses, if known. Does the child /victim know this referral is being made?)*

7. Action taken

7.1 Has the matter been referred to civil authorities? Yes No

If yes: Date Time

If no: Explain why

Who was it referred to? Name

Designation:

Address:

Tel: E-mail

7.2 Has the matter been referred to Committee Members?

Yes No

If yes: Date Time

If no: explain why

Who was it referred to? Name

Designation:

Address:

Tel: E-mail

8. Next Steps

What actions were agreed and by whom when the matter was referred onto civil / Church authority?

Are there any immediate child protection concerns? If so please record what they are and state what actions have been taken by whom to address them:

9. Designated Officer Details

Date form sent:

10. Details of person completing the form

Name

Tel

Mobile

E-Mail

Position

Parish

Form completed: Date

Signed

(A copy must be retained by the recipient and filed in a secure location, and a copy must be sent to the designated officer and civil / statutory authorities and Bishop)