

Appendix 1: Complaint/Incident Record Form in Relation to Children

This form should be used to record a suspicion, allegation or disclosure of reportable conduct or a complaint of inappropriate behavior and/or misconduct.

Parish [mission/community/chapel]: _____ **Incident Date:** _____

Your name and position in the Parish [mission/community/chapel]: _____

Name of child or young person involved: _____

Name of person making the complaint: _____

Name of the person who the complaint is made against: _____

Other persons involved: _____

Nature of the complaint/concern – include: times, date, location and what happened (this can include observations of the child's behavior).

Details of any injuries and if the child received medical attention.

Accurately record what the child said when describing what happened.

Details of anyone who witnessed what happened.

Does this complaint indicate an allegation of reportable conduct, i.e. physical abuse, sexual abuse, or neglect? Yes/No If yes, provide details of your report to the **appropriate reporting organisation in your state.**

Person spoken to: _____ Reference no: _____ Date: _____

If you become concerned that a child or young person known to you is being abused or neglected, or is likely to be abused or neglected, you should always report.

Immediate action taken:

If no action taken – reason:

If complaint relates to inappropriate behavior, details of internal discipline process followed: (Make note of any support or counselling that was offered to the child/person against whom the complaint was made).

Provide details for discipline process:

Any follow-up required? Yes / No –reason:

Reported By _____

Reported To _____

Copy sent to Diocese _____ Yes/No Date _____ Time _____

Name _____ Contact Phone _____

Signature _____ Date _____

**To be held confidentially in the church files and accessed only by the Parish Rector,
Child Safety Officer or equivalent.**