

Safe church concerns form



The completed form should be given to a member of your Safe Church Team who will follow the *Procedure for Responding to Child Protection Concerns*.

This documentation is to be kept in a locked filing cabinet and/or in secure electronic format for at least 45 years from the date of completion.

Please do not discuss the concern with anyone other than the Safe Church Team or your Ministry Team Leader.

If there is immediate danger, contact the Police.

Church name: _____

DETAILS ABOUT THE PERSON COMPLETING THIS FORM

Either the victim, the person bringing a concern, or the Safe Church Team.

Name: _____

Role: _____

Relationship to the victim:

Relationship to the person allegedly causing harm:

Address: _____

Email: _____

Phone #: _____

DETAILS OF ALLEGED VICTIM

Name: _____

Date of birth: _____

Age: _____

Gender: _____

Address: _____

Parent/Guardian name: _____

Parent/Guardian contact #: _____

DETAILS OF THE PERSON AGAINST WHOM THE ALLEGATION HAS BEEN MADE (IF APPLICABLE)

Name: _____

Date of birth (if known, otherwise approximate age): _____

Address: _____

Email: _____

Phone #: _____

Position/Title at time of allegation (if any): _____

Is the person aware of the existence of the allegations? Yes No

NATURE OF THE ALLEGATION

Provide details of the allegations that were made known to you – what has been alleged, when it was alleged to have occurred, other relevant details (if necessary, use additional page/s and submit along with this form).

Are there additional pages to this form? Yes No How many? ____

Names and contact details of any witnesses:

Written accounts should be received from each person who received a disclosure or observed a concern, however, do not start an investigation at this stage.

Have written accounts from witnesses been attached? Yes No

How many pages of witness accounts are there? _____

Who else knows about the alleged abuse?

Signature of person bringing concern:

Date:

PART 2— SAFE CHURCH TEAM TO COMPLETE THE FOLLOWING INFORMATION

In NSW is the Mandatory Reporter Guide completed? Yes No
If yes, please attach report printout.

Agency	Date	Reference/ Event Number	Name of contact
Police			
DCJ (FaCS)/ CYPS			
OCG/Ombudsman			

Contact with Ministry Standards Hotline 1300 647 780

Date and time: _____

Emailed copy of Safe Church Concerns Form to standards@nswactbaptists.org.au

Date and time: _____

Safe Church Team provides feedback to the person bringing the concern about church response and any reports made Yes No

If yes, date and time of reports:

Signature of Safe Church Team member:

Date: