

REPORTING CONCERNS FORM

*If your concerns relate to a child or person under the age of 18, please refer to the **Child Safety Reporting Procedures***

THE COMPLETED FORM MUST BE GIVEN ONLY TO THE SAFETY CONCERNS PERSON.

DETAILS OF PERSON WITH CONCERN

Name of person/child:		
Gender:	Age:	Date of birth: (if known)
Name(s) of parents/guardian(s): (if applicable)		
Person/Child's Address:		

PERSON REPORTING DETAILS

Full Name:	Team Leader's Name:	Date and time of report/incident:
Your Role:	Contact information:	
Relationship to person of concern:		

DESCRIBE CONCERNS AND DISCLOSURES

Provide as much information as possible, based on facts and observations.

PROCEDURE

If this concern is in relation to a person under the age of 18, **please refer to the Child Safety Reporting Procedures.**

1. Call 000 (emergency services) if there is immediate danger
2. Listen to any concerns being raised.
 - a. If you are under 18, ask a Team Leader or Pastor to assist you.
 - b. Interact as follows:
 - Support the person and reassure them
 - Limit questioning
 - Don't make promises that cannot be kept
 - Include that the information will remain confidential, and tell the person who will be told and why
 - Document the conversation using the person's exact words as far as possible
3. Write up the concern and any actions taken in response to the concern.
4. Report to the Police if you have a reasonable belief of child sexual abuse. *(If you are 18 or over, you are personally obliged to report to police if you have a reasonable belief that a person who is 18 or older has committed or attempted to commit a sexual offence against a child who is under 16.)*
5. **Give the completed Form and report directly to the Safety Contact Person.**

Safety Contact Person

Name:	Karen Fletcher
Phone number:	(03) 9702 1011
Email:	karenf@bcoc.com.au
Other contact details:	Church Office: (03) 9702 1011 (Mondays to Thursdays)