

Child Safety Report

All incidents of child abuse or suspected child abuse are to be recorded and communicated to a Child Protection Officer / Regional Church Leader. This form is to be completed by the person who is reporting the matter.



Record of Report	
Name of Person providing the report:	
Name of Person receiving the report:	
Date Report made:	

Give as much detail as possible:

Details of Alleged Incident	
Child's Name:	
Date & Time of alleged abuse:	
Age of Child at time of alleged abuse:	
Location where alleged abuse occurred, or is said to have occurred:	
Name of person alleged to have performed the abuse:	
Position held by the person involved in the alleged abuse:	<i>e.g. uncle, business owner, neighbour</i>

Record of What Happened or Is Said to Have Happened

Record what you saw observed or what you were told, including by whom, when, where and who else may have been involved or effected.

How did the person making the report become aware of the matter?

Declarations

I, the person making this report, declare that to the best of my knowledge the details as reported are correct and true.

/ /

I, the person receiving this report, declare that in receiving this report, I have:

- Advised Child Protection Officer? Yes / No
- On / / referred the report to an appropriate National Leadership Team member being:

/ /

Other comments: