Form: Details of Child Protection Matter that has not been Reported to the NSW Police

This form should be filled out by Parish Priests (or Administrators) and Agency Heads in respect of all Child protection matters that have not been reported to the NSW Police but are required to be reported to the Safeguarding Office under Flowchart: Reporting Child Protection Concerns.

If any additional documents come to hand after the form has been provided to the Safeguarding Office, these should be sent separately.

A. Parish/Agency details

Name of Parish/Agency __________________________________________________________

Name of person completing this form _____________________________________________

Position of person completing this form ___________________________________________

B. Details of Child protection matter

Name of person who raised the matter _____________________________________________

Date the matter was raised _____________________________________________________

Name of alleged victim* _______________________________________________________

Name of alleged offender _______________________________________________________

Brief details of the matter
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

*Note: if the alleged victim has requested their details be kept confidential, you do not need to record them here.

Attach all documents created in relation to the matter.

Signature _________________________________________________________________

Date _________________________________________________________________