



Form: Initial Assessment of Safeguarding Complaint

To be completed by the Safeguarding Office.

Date of initial assessment: _____

Name of Complainant: _____ or anonymous notification
(if applicable, please circle)

Name of Respondent: _____

Note: Where the Safeguarding Complaint relates to allegations of **historical Child Abuse**, the Safeguarding Office will manage the Safeguarding Complaint including any necessary reports.

Where the Safeguarding Complaint relates to contemporaneous conduct (such as fresh allegations of Reportable Crime, Reportable Conduct or Risks of Significant Harm), all necessary steps should be taken immediately in relation to the safety of a Child or Children at issue (including calling 000 in an emergency) and otherwise the appropriate state authorities should be notified as soon as possible. These include NSW Police, the NSW Office of the Children’s Guardian and the Department of Communities and Justice. The Safeguarding Office will assist by notifying the relevant state authorities or assisting mandatory reports to make notifications.

Consideration	Less serious issue: handled at the Parish and Agency level	Serious issue: managed by the Safeguarding Office
Does the Safeguarding Complaint involve a Reportable Crime? Examples: physical assault, sexual assault, grooming, sexual touching, sexual act, Child abuse material, or sending or recording intimate images	No	Yes
Does the Safeguarding Complaint involve Reportable Conduct? Examples: sexual offence or sexual misconduct, assault, neglect, behaviour that causes psychological harm	No	Yes
Does the Safeguarding Complaint relate to a Child that is at risk of a Child Abuse Offence?	No	Yes
Does the issue place the Child at Risk of Significant Harm? Example: the Child’s physical and/or psychological well-being is or may be seriously affected.	No	Yes
Are multiple Children affected by the conduct that is the subject of the Safeguarding Complaint, and is the effect serious?	No	Yes
Have other Safeguarding Complaints been made against the Suspected Person?	No	Yes
Is a Child (or are multiple Children) afraid for their own safety or well-being?	No	Yes

- Category:** Serious Safeguarding Complaint
- Less serious Safeguarding Complaint. The matter is referred to
- _____
- (insert details of Parish Priest / Agency Head)*
- Frivolous or vexatious Safeguarding Complaint or otherwise not capable of a response

Name: _____ Date: _____

Approved by Director, Safeguarding and Ministerial Integrity Office