



## Form: Reporting Details of Safeguarding Complaint

This form should be filled out by the **Parish Priest, Agency Head, or any person** who suspects a Reportable Crime, Reportable Allegation, conviction considered to be a Reportable Conviction, or otherwise has a Safeguarding Concern.

This form is to be provided to the Safeguarding Office in accordance with the [Flowchart: Reporting Safeguarding Complaints](#).

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

Please note that if the Safeguarding Complaint constitutes a Reportable Crime, the Safeguarding Office will assist by reporting the Reportable Crime and will provide you with a copy of the report as evidence that you have discharged your personal obligation to report.

A. Complainant's name and contact details	
<b>Name</b>	
<b>Position</b>	
<b>Email address</b>	
<b>Phone number</b>	

B. Details of Safeguarding Complaint	
<b>Name of alleged victim</b>	
<b>Contact details of the alleged victim</b>	<i>If the alleged victim is a Child or an Adult at Risk that requires a carer, provide the Child's/Adult's parent/guardian/carer's contact details.</i>
<b>Name of Suspected Person</b>	
<b>Date and details of how you became aware of the Safeguarding Complaint</b>	<i>If applicable, please include names and details of any other person who raised the Safeguarding Complaint with you.</i>
<b>Brief details of the matter</b>	

<b>B. Details of Safeguarding Complaint</b>	
<b>Desired outcome of the Safeguarding Complaint</b>	
<b>Please attach all documents created in relation to this matter.</b>	

<b>This section is to be completed by the Safeguarding Office</b>	
<b>Police notification details (if suspected Reportable Crime)</b>	
<b>Name of Local Area Command</b>	
<b>Contact person at Local Area Command</b>	
<b>Check off documents to be provided to the Complainant/Parish Priest/Agency Head</b>	<input type="checkbox"/> Copy of report made to the NSW Police <input type="checkbox"/> Other correspondence with the NSW Police
<b>Date Safeguarding Complaint closed:</b>	
<b>Name and signature of Director of Safeguarding who closed the Safeguarding Complaint:</b>	Name:      Signature: