

## ChildSafe Reporting of Concern

This information is to be kept strictly confidential and not to be used for any other reason except for the purpose of reporting the concern regarding the safety of a child.

Appropriate record-keeping procedures are to be observed when filing this report.

*The provision of information to Statutory Authorities or Diocesan Professional Standards for the protection of a child is not a breach of confidentiality.*

Once this form is completed, please hand it to a Pastor of Oaktree.

### Details of Child or Young Person of Concern

Name of person:		
Gender:	Age:	Date of birth/age (if known):
Child's address (if known):		
Name(s) of parents/guardians: (if applicable/known):		
Does the child know this disclosure/ incident is being documented? (Y/N)	Are the parents aware of the disclosure? (Y/N)	

### Your Details

Your Name:	Date and time of report/incident:
Your Role at Oaktree:	Your Contact Information:
Relationship to the Child:	Relationship to the Alleged Perpetrator:

### Alleged Perpetrator Details (complete as much information as you know)

Full Name:	Address:
Contact number:	Relationship to the child:
Are they a parishioner of Oaktree? (Y/N)	Role at Oaktree (if any):

*Please turn over...*

## Describe concerns and disclosures:

Provide as much information as possible, based on facts and observations. Include dates, times and locations as disclosed (if known).

Please ***do not investigate*** beyond what you have observed/heard/experienced.

[illegible]

If there is not enough space, please continue on a separate page.

## Information for people making a report

<b>If a child is at Imminent Risk of Harm, please immediately contact:</b>
<ul style="list-style-type: none"><li>• The Police (000)</li><li>• Child Protection Authorities (Ph 131 278)</li></ul>



### **Who can report?**

Anyone, including leaders, staff, volunteers, parents, children, friends.

### **What can be reported?**

- Disclosure of abuse or harm
- Allegation, suspicion or observation
- Misconduct behaviour and reportable conduct
- Knowledge of relevant criminal offences
- Breach of the Code of Conduct

### **Who to inform?**

This form can be given to any Pastor of Oaktree, or you may wish to discuss your concern with a Pastor before filling in this form.

A complaint about a Pastor may be made directly to the Diocese on 1800 135 246 or [dps@kooyoora.org.au](mailto:dps@kooyoora.org.au).

All allegations of child abuse will be reported to statutory authorities, such as police or child protection. A report will also be made to the Anglican Director of Professional Standards if the alleged perpetrator is a member of an Anglican church.

### **What do I do now?**

- Ensure a Pastor is aware you have submitted this Report of a Concern
- Make the immediate environment safe for children
- Seek support or debriefing
- Observe privacy and confidentiality legislation and only inform relevant or appropriate people. Information should not be shared otherwise.
- Specifically, ***do not investigate or make inquiries with the alleged perpetrator.***