



## Form: Initial Assessment of Safeguarding Complaint

### To be completed by the Safeguarding Office

<b>Date of initial assessment</b>	
<b>Name of Complainant</b> (Or mark as 'anonymous' if applicable)	
<b>Name of Respondent</b>	

#### 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 harm or abuse** (such as new 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/Children or Adult at Risk 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 with mandatory reports as required.

Consideration	Level 1 or 2 Safeguarding Complaints: managed by the Safeguarding Office	Level 3 Safeguarding Complaints: handled at the Parish and Agency level
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	Yes	No
Does the Safeguarding Complaint involve Reportable Conduct? Examples: sexual offence or sexual misconduct, assault, neglect, behaviour that causes psychological harm	Yes	No
Does the Safeguarding Complaint relate to a Child that is at risk of a Child Abuse Offence?	Yes	No
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.	Yes	No
Are multiple Children affected by the conduct that is the subject of the Safeguarding Complaint, and is the effect serious?	Yes	No

Does the Safeguarding Complaint relate to an Adult that is at risk of abuse, neglect, or exploitation? Example: The Adult at Risk's physical and/or psychological well-being is or may be seriously affected.	<b>Yes</b>	<b>No</b>
Have other Safeguarding Complaints been made against the Suspected Person?	<b>Yes</b>	<b>No</b>
Is a Child, multiple Children or Adult at Risk afraid for their own safety, welfare, or well-being?	<b>Yes</b>	<b>No</b>

### Category

- Level 1 or 2 Safeguarding Complaint
- Level 3 Safeguarding Complaint. The matter is referred to:

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*(insert details of Parish Priest / Agency Head)*

- Frivolous or vexatious Safeguarding Complaint or otherwise not capable of a response

Approved by Safeguarding Office	
<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	