



## 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	
Name	
Position	
Email address	
Phone number	

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

<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 Police Area Command</b>	
<b>Contact person at Police Area Command</b>	
<b>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 Safeguarding Officer who closed the Safeguarding Complaint</b>	<b>Name:</b>  <b>Signature:</b>