

SAFE CHURCH CONCERNS FORM

Adopted by Church Leadership Team 25 August 2020

The completed form should be given to a member of your Safe Church Team who will follow the *Procedure for Responding to Child Protection Concerns*.

This documentation is to be kept in a locked filing cabinet and/or in secure electronic format for at least 45 years from the date of completion.

Please do not discuss the concern with anyone other than the Safe Church Team or your Ministry Team Leader.

If there is immediate danger please contact police immediately.

Church Name: **Georges River Life Church**

DETAILS ABOUT PERSON COMPLETING THIS FORM (either the victim, the person bringing a concern, or the safe church team)	
Name:	
Role:	
Relationship to the victim and/or the person allegedly causing harm:	
Address:	
Email:	
Phone:	

DETAILS OF ALLEGED VICTIM (if applicable)		
Name:		
Date of Birth:	Age:	Gender:
Address:		
Parent/guardian name and contact phone number:		

DETAILS OF THE PERSON AGAINST WHOM THE ALLEGATION HAS BEEN MADE (if applicable)
Name:
Date of birth if known otherwise approximate age:
Home address:
Email:
Phone:
Position/title at time of allegation (if any):
Is the person aware of the existence of the allegations? Yes / No

NATURE OF THE ALLEGATION
<p>Provide details of the allegations that were made known to you – what has been alleged, when it was alleged to have occurred, other relevant details (if necessary use additional page/s and attach to this form).</p>
<p>Are there additional pages attached to this form? Yes / No</p>
<p>Number of pages:</p>

Names and contact details of any witness/es:	
<p>Have written accounts from witnesses been attached? Yes <input type="checkbox"/> No <input type="checkbox"/> Number of pages:</p> <p><i>(written accounts should be received from each person who received a disclosure or observed a concern, however do not start an investigation at this stage)</i></p>	
Who else knows about the alleged abuse?	
<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">Sign</div> <input style="flex-grow: 1;" type="text"/> </div>	<input style="width: 100%;" type="text"/>

PART TWO - SAFE CHURCH TEAM TO COMPLETE THE FOLLOWING INFORMATION			
Mandatory Reporter Guide completed? Yes / No			
If Yes, please attach report printout			
Other government agencies or departments involved:			
Agency	Date	Reference/Event Number	Name of contact
Police			
DCJ (FaCS)/ CYPS			
OCG/Ombudsman			
Contact with Ministry Standards Hotline 1300 647 780			
Date and time:			
Emailed copy of Safe Church Concerns Form to standards@nswactbaptists.org.au			
Date and time:			
Safe Church Team provides feedback to the person bringing the concern about church response and any reports made. (include tick box and date and time) : Yes / No			
<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">Sign</div> <input style="flex-grow: 1;" type="text"/> </div>			<input style="width: 100%;" type="text"/>