

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Child-safety related misconduct and/or child abuse report form



CATHOLIC ARCHDIOCESE
OF MELBOURNE

The Archdiocese is committed to the safety, wellbeing and human dignity of children, young people and adults.

Name and contact details of the child or young person

First name	Last name	Gender
Age (or estimated age)	Date of birth	Relationship to the parish, agency or entity (e.g. parishioner, program participant, attending an event)
Does the child or young person identify as Aboriginal or Torres Strait Islander?		Yes ☐ No ☐
Is the child or young person from a culturally and/or linguistically diverse background?		Yes ☐ No ☐
If 'Yes', what is the language spoken at home?		
Does the child or young person have a disability? Yes ☐ No ☐		
If 'Yes', please provide additional information about the child or young person's disability.		
Does the child or young person have additional support needs? Yes ☐ No ☐		
If 'Yes', what additional supports may be required to support the child or young person and their family (e.g. support of an elder, interpreter)?		

Name and contact details of parents and/or carers

Parent/carer 1		
First name	Last name	
Address		
Relationship to the child or young person (e.g. father, grandmother, foster carer)		
Phone number (mobile)	Phone number (home)	Phone number (work)
Email address		
What is their likely reaction to a report being made (if known)?		
What additional supports may need to be put in place to support the parent(s) or carer(s) of this child or young person?		
If the child is currently under a known child protection order, please provide contact details of case manager (if known).		

PLEASE REFER TO THE FORM ON THE NEXT PAGE FOR ADDITIONAL PARENTS/CARERS

Parent/carer 2

First name

Last name

Address

Relationship to the child or young person (e.g. father, grandmother, foster carer)

Phone number (mobile)

Phone number (home)

Phone number (work)

Email address

What is their likely reaction to a report being made (if known)?

What additional supports may need to be put in place to support the parent(s) or carer(s) of this child or young person?

Additional parents/carers

If there are additional parents or carers, please provide their information below.

Name and contact details of person reporting a concern, allegation or complaint

First name		Last name	
Address			
Phone number (mobile)		Phone number (home)	
Phone number (work)			
Email address			
Date of the report		Relationship to the child or young person (e.g. parent, priest, program coordinator, parish volunteer)	
Does the person making the report have an existing relationship or a conflict of interest with the alleged perpetrator(s)?		Yes ☐ No ☐	
Does the person making the report hold a position within a Catholic Archdiocese of Melbourne parish, agency or entity?		Yes ☐ No ☐	
If 'Yes', please provide position title.			

Name and contact details of
person completing the child safety report form (if different from above)

First name	Last name	
Position of the person completing the child safety report form within the Catholic Archdiocese of Melbourne		
Address		
Phone number (mobile)	Phone number (home)	Phone number (work)
Email address		
Date of the report	Relationship to the child or young person (e.g. parent, priest, program coordinator, parish volunteer)	
Does the person making the report have an existing relationship or a conflict of interest with the alleged perpetrator(s)?		
Yes ☐ No ☐		
If 'Yes', please provide details.		

Concern, allegation or complaint

What is the context in which the alleged misconduct or abuse has occurred?

- ☐ Family context ☐ Parish, agency or entity context
☐ External context (e.g. school, person known or unknown, online)

Please provide relevant information.

Is this concern, allegation or complaint current or historical?

- ☐ Current (e.g. happening now)
☐ Historical (e.g. relates to abuse reported by an adult that occurred when they were a child)

Please provide relevant information.

As far as possible in the 'exact words' of the person making the report, please describe the nature of the concern, allegation or complaint, including indicators or instances that have led the person to believe that the child or young person is subject to abuse.

Please include:

- name of the alleged perpetrator(s)
- date(s) of the alleged abuse or neglect
- location where the alleged abuse or neglect occurred
- names of possible witnesses
- any additional documents that may be relevant to this concern, allegation or complaint (e.g. letters, emails, file notes, diary entries).

How would the person making the report best categorise the alleged abuse or neglect?

Please select as many categories as are necessary.

If 'Other', please specify.

- ☐ Emotional abuse (including spiritual abuse)
- ☐ Physical abuse
- ☐ Sexual abuse (including grooming)
- ☐ Problematic sexual behaviour of a child or young person
- ☐ Neglect
- ☐ Discrimination
- ☐ Bullying
- ☐ Other

Name of the alleged perpetrator(s), if known

Contact information of the perpetrator(s), if known, including address, telephone numbers, email

Is the alleged perpetrator a child or young person or an adult?

- ☐ Child or young person (under 18 years of age)
- ☐ Adult (person 18 years and over)

Does the concern, complaint or allegation involve alleged behaviour of Church personnel?

- ☐ Yes
- ☐ No

What is the relationship of the alleged perpetrator(s) to the child or young person (e.g. parent, clergy, other child or young person, program leader, member of the public, no relationship, unknown person online, employee or volunteer of the parish, agency or entity, contractor)?

Action required/taken

Does this child safety concern, allegation or complaint require a report to the authorities?

- ☐ Yes—please proceed in following the reporting process
- ☐ No

If you have decided not to report, please provide your reasons.

Is the child or young person in imminent danger?

- ☐ Yes
- ☐ No

If 'Yes', contact Victoria Police (phone 000) immediately. Please follow the directions of Victoria Police. Taking action without police advice can place a child or young person at risk of harm and impact the integrity of future investigations.

Victoria Police

Date of contact with Victoria Police (DD/MM/YYYY) Reference number (if applicable)

Name and rank of person with whom you spoke

Contact details (e.g. telephone, email, police office location)

What action did the police officer advise?

Did Victoria Police advise contacting the child or young person's parent(s) or carer(s)? Yes ☐ No ☐

Alleged abuse that occurs within a family context requires a report to Child Protection (DFFH).

Does the concern, complaint or allegation require a report to Child Protection? Yes ☐ No ☐

If 'Yes', contact Child Protection (DFFH).

Please do not report the matter to the parent(s) or carer(s) of the child or young person unless Child Protection has advised that it is safe to do so. Informing parent(s) or carer(s) can place a child or young person at risk of harm and impact the integrity of future investigations.

Child Protection

Date of contact with Child Protection (DD/MM/YYYY) Reference number (if applicable)

Name and position of person with whom you spoke

Contact details (e.g. telephone, email, Child Protection office)

What action did Child Protection advise?

Did Child Protection advise contacting the child or young person's parent(s) or carer(s)? Yes ☐ No ☐

Does the concern, complaint or allegation involve problem sexual behaviour of a child or young person? Yes ☐ No ☐

Pathways Victoria / Safeguarding Unit notification

Has a notification been made to Pathways Victoria and/or the Safeguarding Unit?

Yes ☐ No ☐

If 'Yes', please note the details of the notification and information that has been provided.

Please note that it is important to offer information about support within the parish, agency or entity, as well as support from external agencies (e.g. Lifeline, BeyondBlue, Centre Against Sexual Assault (CASA)).

What support has been offered to the child or young person and their family (e.g. counselling, pastoral care)?

Please note that it is important to only inform those with a need to know about the concern, allegation or complaint (such as your immediate supervisor). Disclosing to 'others' or to persons involved in the alleged abuse can place a child or young person at harm or compromise the integrity of future investigations.

Has any other person been informed of this matter? Yes ☐ No ☐

If 'Yes', please note their details and information that has been provided.

Signature of person completing the child-safety related misconduct and/or child abuse report form

Date the child-safety related misconduct and/or child abuse report form was completed (DD/MM/YYYY)

Please email the completed form to the
Safeguarding Unit (SU) of the Catholic Archdiocese of Melbourne:
safeguardingunit@cam.org.au

Safeguarding Unit

Please do not hesitate to contact the SU if you require any assistance.

Phone: 03 9926 5621
(Monday to Friday, 9am–5pm)

Email: safeguardingunit@cam.org.au