



MARONITE EPARCHY OF AUSTRALIA, NEW ZEALAND AND OCEANIA

PROTECTING CHILDREN AND VULNERABLE PERSONS

SAFEGUARDING RECORDING FORM

Receiving a disclosure and recording the information is an important step in supporting the child, young person or vulnerable persons.

The information may well form evidence and should be completed by a person who has undertaken training in receiving disclosures. This might be the Parish Priest, person in a supervisory role or a Local Safeguarding Representative.

Generally this form would be completed following the disclosure conversation, not during.

Reporting of known or suspected harm of a child (or vulnerable adult) is mandatory under the Child Protection Reform Amendment Bill 2014 Part 2 section 6.

Complaint record Reference:

Your Name:

Position:

Complaint assigned to:

How was the complaint received (e.g. phone, email, in person):

Name of complainant:

1. Name of child, vulnerable or young person involved in the complaint:
2. Name of person making the complaint [if different to above]:
3. Name of the person who the complaint was made about [if applicable]:

Contact details:

4. Complainant contact details:
 - a. Address:
 - b. Phone number
 - c. Email:

***Preferred contact method:** _____



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MARONITE EPARCHY OF AUSTRALIA, NEW ZEALAND AND OCEANIA

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Details relating to the child or young person:

5. Age:

6. Gender:

7. Do they identify as Aboriginal or Torres Strait Islander?

8. Are they from a culturally and linguistically diverse background? If, yes, specify:

9. Are they in out-of-home care?

10. Do they have a disability? If, yes, provide any relevant details _____

11. Do they have communication support needs? If yes:

Was the child, vulnerable or young person offered an interpreter, a communication assistant, support person, advocate, family member?

Any other supports?

12. Provide any relevant information relating to the child, vulnerable or young person's preferred communication methods, support needs, and involvement in the complaint-handling process:

13. If the complainant has a disability, provide any relevant details relating to their; guardianship, advocacy or other decision-making arrangements;

Details relating to the complainant (if made by an adult on behalf of the affected child, vulnerable or young person)

14. Age:

15. Gender:

16. Relationship to the affected child, vulnerable or young person:

17. Do they identify as Aboriginal or Torres Strait Islander?

18. Are they from a culturally and linguistically diverse background? If yes, specify:

19. Do they have a disability? If, yes, provide any relevant details _____

20. Do they have communication support needs? If yes:

Was the complainant offered an interpreter?

Was the complainant offered a communication assistant? Any other supports?

21. Provide any relevant information relating to the complainant's preferred communication methods, support needs, and involvement in the complaint-handling process:

Nature of the complaint:

22. Complaint description (accurately record the issues, concerns, details of any witnesses, as far as possible in the child's or vulnerable person's own words):

23. What outcome to the complaint is the complainant seeking? Immediate risk considerations:

24. Details of any injuries and if the child, or vulnerable person or others received medical attention:

25. Does the complaint indicate the possibility of criminal conduct? Yes/No/Unsure

26. Is a mandatory child protection report required? Yes/No

27. Does the complaint involve a reportable allegation/incident? Yes/No/Unsure

28. Is any immediate risk management action

required? Yes/No Next steps:

Signed: _____

Date: _____

Print name: _____

A copy must be retained by the recipient of the disclosure and filed in a secure location.

In the instance of sexual assault, a copy must accompany the report to the Police and a copy provided to the Director of Professional Standards.

For other forms of abuse forward a copy to the Vicar General or the Safeguarding Coordinator or your parish Safeguarding Officer as well as either Department of Communities – Child Safety or the Public Guardian in the instance of abuse of a vulnerable person.

**Complaint records should be sent to and filed at
the Maronite Chancery
Level 2, 46 Alice Street, Harris Park NSW 2150, PO BOX 385 STRATHFIELD NSW 2135
E. safeguarding@maronite.org.au**

