



Catholic Diocese of Darwin

Mandatory Reporting: Harm to a Child or Young Person

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

The information may well form evidence and must be treated sensitively and confidentially. You may seek support in completing this form from the Parish Priest, person in a supervisory role, Integrity Officer/ Child Safety Coordinator or a Safeguarding Coordinator.

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

Please note that this information will be stored in a secure place in the Diocesan Office. This information will remain confidential in line with the Diocesan Privacy Policy and the requirements of the law.

1. About the disclosure/concern

Date of disclosure/concern: _____ Time of disclosure/concern: _____

How was information received? Telephone Letter Email In person
(Attach any written information to this form)

2. Details of person making disclosure/raising concern

Name: _____

Address: _____

Telephone: _____ Mobile: _____ Email: _____

Relationship to child or alleged victim: _____

3. Details of the child

Name: _____ DOB: _____

Address: _____

Telephone: _____ Mobile: _____

Ethnic origin: _____ Language (Is interpreter/signer needed?): _____

Disability/Special Needs: _____

Parish / Order: (if applicable) _____

4. Parent/ Carer details (where appropriate)

Name: _____

Address (if different from above): _____

Telephone: _____ Mobile: _____

Is the parent/carers aware of the allegation, belief or complaint? Yes/ No

5. Details of alleged perpetrator

Name: _____

Address: _____

Telephone: _____ Mobile: _____

Relationship to child/victim (parent/Priest/teacher etc): _____

Position in Church/ Order: _____

Address at time of incident(s): _____

Current contact with children if known (for example, sits on board of governors of school, runs youth activities etc): _____

Any additional information: _____

6. Details of concern, allegation or complaint (Include dates/times and location the incident(s) occurred, witnesses, if known. Does the victim know this referral is being made?):

7. Action taken

<p>Referral to the NT Child Protection Hotline 1800 700 250</p> <p>Date: _____ Time: _____</p> <p>Name: _____ Reference: _____</p> <p>Referral to NT Police 131 444</p> <p>Date: _____ Time: _____</p> <p>Name: _____ Promis Number: _____</p> <p>Has the matter been referred to the Safeguarding Coordinator or Parish Priest? Yes/ No</p> <p>Name: _____ Position: _____</p> <p>If not reported to the Church, explain why _____</p> <p>_____</p>
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8. Next Steps

What actions were agreed upon and by whom when the matter was referred to civil/Church authority?

Are there any immediate child protection concerns? If so please record what they are and state what actions have been taken by whom to address them:

Date form sent: _____

9. Details of person completing the form

Name: _____ Phone: _____

Email: _____ Parish: _____

Position in Church: _____

Date: _____

Signed: _____

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

In the instance of sexual assault to a child by a church member, a copy must accompany the report to the Police and a copy provided to the Diocesan Integrity Officer/Child Safety Coordinator.

For children and Young People: If you know or have reasonable belief that someone under 18 is being harmed, exploited or neglected, you must report this by calling:

Child Protection Hotline: 1800 700 250 or **Police:** 131 444

In the case of historical abuse or adult to adult abuse and the offender is a church worker or volunteer, you must report to the SA and NT Professional Standards Office.

South Australia and Northern Territory Professional Standards Office:

Contact: 08 8210 8275