Safeguarding Concern Report Form

**Catholic Diocese of Bunbury**

**If you have concerns for the immediate safety of a child or adult call 000.**

This form can be used by anyone to report abuse or who has a concern about the well-being of a child or adult within the context of the Catholic Diocese of Bunbury. All concerns, allegations or complaints will be taken seriously and treated with sensitivity. Matters will be acted on in accordance with the Diocesan Privacy Policy and with moral, ethical and legal obligations.

It is a legal requirement in WA for doctors, nurses, midwives, teachers, police officers, boarding supervisors and ministers of religion to report child sexual abuse to the Department of Communities’ Mandatory Reporting Service.

The Catholic Diocese of Bunbury is to comply with the Reportable Conduct Scheme to report Reportable Conduct and Convictions by notifying the Ombudsman of allegations of, or convictions for child abuse by our employees (paid, volunteer, contractor, minister of religion and certain carers and educators).

If you require assistance completing this e-form, please contact the Safeguarding Office on +61 (08) 9721 0500.

**I am providing** *(Required)*

My own report *(I am the Victim or Witness –* ***go to* Your details***)*

A report on behalf of someone else *(I am helping another to report)*

This section is to record the details of whom you are reporting on behalf of, if they wish to remain anonymous mark “ANONYMOUS”

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

They have a role in the Diocese (E.G. Clergy/Religious/Employee/Volunteer/Safeguarding Officer):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please specify exactly what role and what location in the Diocese of Bunbury or mark NOT APPLICABLE (N/A)***

Location (Parish Office/Ministry or N/A) *(Required)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Does the concern involve a child under the age of 18 years?** *(Required)* Yes No

**IF YOU HAVE CONCERNS FOR THE IMMEDIATE SAFETY OF THIS CHILD, CONTACT OOO OR THE DEPARTMENT OF COMMUNITES - CHILD PROTECTION OFFICE ON 1800 273 889***.*

**Please select which of the following your report is about** *(Required)*

|  |  |
| --- | --- |
| Clergy/Religious | Employee |
| Child (under the age of 18 years) | Volunteer/Church Worker |
| Parish | Diocesan Organisation |

**Name of the person or location/address you are reporting about:** *(Required)*

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Detailed Report**

*Please provide as much detail as possible: (Required)*

|  |
| --- |
| Consider who was involved, what happened, when it happened, where it happened, were there any witnesses, and was any immediate action taken? |
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|  |
|  |
|  |

**Please attach any additional information.**

Would you like to remain anonymous?

Yes *N.B: If you wish to remain anonymous, we may be unable to progress this matter and provide you with any feedback.*

No

**Your details**

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have a role in the Diocese (E.G. Clergy/Religious/Employee/Volunteer/Safeguarding Officer):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please specify exactly what role and what location in the Diocese of Bunbury or mark NOT APPLICABLE (N/A)*

**Send to:**

**Safeguarding Program Office | Catholic Diocese of Bunbury | 11 Money Street, Bunbury WA 6230 | safeguarding@bunburycatholic.org.au**