

WPBC – Form re. a person at risk of significant harm – 3 pages

This form is to be completed by the person who *hears a disclosure of abuse* or has formed a reasonable belief that someone is *at risk of significant harm through abuse or neglect*. **This information is to be kept strictly confidential** and the completed form shall be given **only** to the Safe Church Concerns Person, and then kept in a locked file. The information will be used for reporting to the Government Child Protection Unit or other statutory bodies.

A report to Child Protection must be made wherever an adult believes that a child may be in need of protection from significant harm or damage to their health or development in connection with:

- physical abuse, non-accidental or unexplained injury (mandatory reporters must report)
- sexual abuse or sexual misconduct (mandatory reporters must report)
- emotional abuse or ill treatment
- persistent neglect, poor care or lack of appropriate supervision
- persistent family violence, parental substance misuse or psychiatric illness,

WEST PRESTON BAPTIST CHURCH Safe Church Concerns Person:.....

DETAILS OF PERSON REPORTING ALLEGED ABUSE OR CONCERN RE. RISK OF HARM

Name of person making the report:.....

Contact Number:

Role or relationship to person at risk:.....

DETAILS OF PERSON (CHILD OR ADULT) WHO IS AT RISK OF HARM, OR YOU BELIEVE HAS BEEN HARMED

Name: Age: Male Female

Address:

Phone: Parent/Guardian:

Names of siblings (if known)

NATURE OF ALLEGED ABUSE OR AREA OF SUSPICION:

- physical emotional sexual neglect witness to domestic violence
 grooming

Is this report due to: direct **disclosure**

having formed a belief based on reasonable grounds?

State immediate safety concerns, if any:

.....

Describe why you have made this report. It is important to provide as much information as possible, basing your information on facts and observations, without making assumptions. Having a reasonable belief is not the same as having proof, but is formed when a reasonable person in the same position would have formed the same belief on the known grounds. Include when and how you became aware of the information, names of other witnesses, description of any injuries, description of the behaviour of the child, and the carer's attitude regarding incident (if known).

Where disclosure has occurred, record exactly when it happened. Date Time:

Provide a first person report and record the child's actual words as a transcript.

tick if further pages are attached.

DETAILS OF ALLEGED PERPETRATOR OF THE ABUSE (IF KNOWN)

Name:Age: Male Female

Address:..... Phone:

Does the alleged perpetrator know about the report? Yes No

If yes, who spoke to him/her? Date:

What was he/she told?
.....

Have the parents/guardians of the victim been notified? Yes No

If yes, person(s) spoken to:

If yes, who spoke to him/her? Date:

What were they told?
.....

CHURCH'S RESPONSE TO ALLEGED ABUSE/RISK OF HARM

Child Protection Unit notified? Yes No Date:

Reported by whom?

If not notified, explain why (*note mandatory reporting obligations in the case of suspected sexual abuse*)
.....
.....

Name of DHS worker:.....Ref. Number:

Have the police been notified? Yes No Date:.....

Name of officer and station: Date:

Has the BUV's Professional Standards worker been notified? Yes No Date:.....

Further Action including outcome of legal action, if any and if known:
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.....
.....

Name:

Signed: **Date:**