

CHILD SAFETY REPORT FORM

In accordance with Discovery Church's Child Safety Policy and Reporting Procedure, all child safety concerns must be reported, which include:

- Any disclosure, allegation, belief or suspicion of child abuse or harm.
- Non-compliance with the Code of Conduct or other child-related misconduct.
- Concerns regarding the safety or wellbeing of a child.

Please note that you do not need to know all the answers or investigate the situation before making a report. You only need to report what you have seen, heard or become aware of.

You can contact a Child Safety Officer if you have any questions or would like help completing this form. Submit the form to them once complete.

CHILD SAFETY OFFICERS

Discovery Church	Beck Lambert	(03) 9760 8055	beck.lambert@discoverychurch.com.au
Discovery Kids	Jacinta Cavill	(03) 9760 8029	jacinta.cavill@discoverychurch.com.au
Discovery Youth	Tiani Greenwood	(03) 9760 8017	tiani.greenwood@discoverychurch.com.au
Neighbourhood & DCC	Moriah Weston	(03) 9760 8019	moriah.weston@discoverychurch.com.au

SECTION A: YOUR CONCERN

To be completed by you.

YOUR DETAILS

Name:	
Phone:	
Email:	
Address:	
Relationship to Discovery Church (e.g. employee, volunteer):	

CHILD DETAILS

Child's Name:	
Age:	
Gender:	
Does the child identify as Aboriginal or Torres Strait Islander?	
Is the child from a culturally or linguistically diverse background?	
Does the child have a disability?	
Child's Parent/Guardian Name(s):	
Child's Parent/Guardian Contact Details:	

Where is the child currently? Do you believe the child is currently at risk of further harm?	
--	--

INCIDENT DETAILS

What is the nature of your concern?	<input type="checkbox"/> Disclosure by the child <input type="checkbox"/> Observed/suspected by yourself <input type="checkbox"/> Allegation made by someone else: <ul style="list-style-type: none"> <input type="checkbox"/> Name: <input type="checkbox"/> Phone: <input type="checkbox"/> Other:
Who has allegedly placed the child or children at risk?	<input type="checkbox"/> Discovery Church employee, leader, volunteer or other representative <input type="checkbox"/> Discovery Church congregation member <input type="checkbox"/> A family member of the child <input type="checkbox"/> Other:
Name and other relevant details of the alleged person (contact details, relationship to the child):	
Date(s), time(s) and location(s) of the incident(s):	
Who was responsible for the child at the time of the incident(s)?	
Provide details of the concern. Please include as much detail as possible including: <ul style="list-style-type: none"> • What happened? • What was the context? • Who was there? • What was said in their own words (by the child, by others, by yourself)? Use additional pages if needed.	

Who, if anyone, has been notified about this situation already? If so, when?	
Do you have any further comments?	

Signature:	
Date:	

Please submit this report to your department's Child Safety Officer or the church wide Child Safety Officer immediately and they will follow the steps outlined in the Child Safety Reporting Procedure.

Situations of child abuse or harm can be quite distressing. Please reach out to a Child Safety Officer if you would like pastoral support.

SECTION B: DEPARTMENT CHILD SAFETY OFFICER REVIEW
To be completed by the department Child Safety Officer, if different from the person who completed Part A.

Name:	
Role:	
After reviewing the incident report, are there any further comments you wish to make?	
What, if any, immediate actions have been taken in regard to this situation?	

Signature:	
Date:	

SECTION C: CHILD SAFETY OFFICER REPORT

To be completed by the lead Child Safety Officer.

Date matter was referred:	
Investigation Include how the investigation was conducted, who was involved, and key dates.	
Findings Include the key findings from the investigation process.	
Actions Include the actions taken and any follow-up actions.	
Lessons Learned Include any strengths or weaknesses in the Child Safety Policy and recommendations for preventing such matters or improving processes in future.	

Report prepared by (Child Safety Officer):	
Signature:	
Date:	

Reviewed by (Chair of Eldership/Senior Minister):	
Signature:	
Date:	