



Form for recording complaints and allegations relating to:

A CHILD 0-17 YEARS OTHER

This form should be used to record a suspicion, allegation or disclosure of child abuse, or a complaint of unacceptable behaviour.

Your name and position	
Name of the child or person involved	
Name of person making complaint	
Name of person who the complaint was made against	

1. Nature of the complaint: please include time, date, location, what happened and who was involved (this can include observations of the child's behaviour).

2. Details of any injuries and if the child/person received medical attention.

3. Accurately record what the child/person said when describing what happened – use their exact words – or record why you suspect abuse due to an indirect disclosure, such as a drawing or observed behaviour.

(In the case of an allegation of abuse, formal investigations and interviews will be carried out by the Department of Communities and Justice and/or NSW Police. You must record what the child has said but unless it is your role to investigate, you should not interview the child.)

4. Details of anyone who saw what happened.

5. Does this complaint indicate the possibility of child abuse, such as physical abuse, psychological or emotional abuse, sexual abuse or neglect?

Yes No

6. Who did you make a report to?

Professional Standards Director (Anglican Diocese of Riverina)

NSW Police

Department of Communities and Justice via ChildStory

Department of Communities and Justice via 132 111

Office of the Children's Guardian Reportable Conduct Directorate

Internal reporting obligations (name the relevant department or person)

Other: _____ (please name them)

Please record any reference numbers you have been given and/or other details.

7. People spoken to in relation to the matter (describe who was spoken to and why they were spoken to about the matter – include clergy, police officers, Department of Communities and Justice staff, the Office of the Children's Guardian, school staff and anyone else you spoke to).

Please include dates when discussions were had if possible

This template was developed by the NSW Office of the Children's Guardian.
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