

CHILD PROTECTION RECORDING FORM SG10-ACH (P. 1)

For Use by anyone recording a disclosure or concern

CONFIDENTIAL

Note this form is not to be used by the Designated Person when making a formal report to the HSE. Please refer to Appendix for HSE Reporting Form.
(See relevant sections of Safeguarding Children Policy & Procedures)

1. About the disclosure/concern

Date of disclosure/concern _____

Time of disclosure/concern _____

How was information received? (attach any written information to this form)

Telephone Letter email In person

2. Details of person making disclosure / raising concern

Name: _____

Address: _____

Tel No.: _____ Mobile: _____

email: _____

Relationship to child or alleged victim:

3. Details of child or alleged victim

Name: _____ D.O.B. _____

Address: _____

Tel No.: _____ Mobile: _____

Ethnic origin: _____

Language (Is interpreter / signer needed ?) : _____

Disability: _____

Special needs: _____

Parish/ Order / Congregation / organisation (if applicable): _____

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4. Parent / Carer details (where appropriate)

Name: _____

Address (if different from above): _____

Tel No.: _____

Mobile: _____

Are they aware of the allegation, suspicion or complaint?

Yes

No

5. Details of alleged perpetrator

Name: _____

Address: _____

Tel No.: _____

Mobile: _____

Relationship to child/victim (parent/ priest/ teacher / volunteer etc):

Position in Church / Order:

Address at time of incident(s):

Current contact with children if known (e.g. Board of Management of school, runs youth activities etc):

Any additional information _____

6. Details of concern, allegation or complaint

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7. Reporting (If you are not the Diocesan Designated Person please complete section 7)

Have you reported this matter to your Diocesan Designated Person/Diocesan Delegate?

Yes No If Yes, give details of Designated Person you reported to:

Name:

Position:

Address:

Tel. No.: _____ **Mobile** _____ **email:** _____

If no explain why: _____

If no, has the matter been reported to civil authorities:

Yes No

Have you reported the matter to any other member of the Church?

Yes No If Yes **Date:** _____ **Time:** _____

If yes explain why:

Who was it referred to?

Name: _____

Position / Parish _____

Address:

Tel No.: _____ **email:** _____

