INTEGRITY & SAFEGUARDING

CATHOLIC ARCHDIOCESE OF ADELAIDE

Safeguarding Record of Concern Form

This form is for anyone wishing to report abuse, misconduct, or raise any safeguarding concern about a child, young person or adult at risk in your Parish or church community. It may involve a suspected reportable crime or reportable allegation, or conviction relating to a child or adult (e.g., sexual abuse, sexual harassment, harmful sexual behaviour, grooming, physical, emotional, or spiritual abuse, exploitation, and neglect). All reports are taken seriously, treated confidentially, and handled in accordance with legal, ethical, and pastoral obligations. The Archdiocese also complies with State legislation by notifying the Department for Child Protection and other appropriate authorities of any relevant allegations or convictions, as necessary. If the safeguarding complaint involves a Reportable Crime, the Integrity and Safeguarding Department will assist in reporting it and will provide you with a copy of the report as evidence that you have fulfilled your personal obligation to report.

Who Should I Report This To?

- **Child abuse or neglect:** Call the Child Abuse Report Line (CARL) on 13 14 78 or SAPOL on 000.
- **Possible criminal offence:** Call SAPOL on 000 or 131 444.
- **Abuse or mistreatment of an adult:** Contact the Adult Safeguarding Unit on 1800 372 310 or email: adultsafeguardingunit@sa.gov.au.
- **All other safeguarding concerns**, including breaches of the Code of Conduct (*Integrity in Our Common Mission*), should be reported using this form.
- If you are unsure, please contact the **Integrity and Professional Standards Team** on (08) 8210 8150 (Option 3) or email: receptionprofstandards@adelaide.catholic.org.au.

I am providing *(Required)*

☐ My own report (I am the Survivor or Witness) – **fill PART A**

☐ A report on behalf of someone else – **fill PART A with their details and PART B with yours**

Have you reported the matter elsewhere? ☐ Yes ☐ No

If Yes, where? ..... **If Yes**, please supply report number .....

A Survivor or witness details

First Name: ..... Last Name: .....

Phone: ..... Email: .....

Age at time of incident: ..... Female ☐ Male ☐

Role in the Archdiocese:
(e.g. clergy, employee, volunteer, safeguarding officer) and location (parish, agency, office, ministry, or N/A) ***(Required)***

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Would you like to remain anonymous?

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

☐ No

B This section is to record the details of the person submitting the complaint <u>on behalf of someone else</u>.

If you wish to remain anonymous mark "ANONYMOUS"

First Name: ..... Last Name: ..... Female ☐ Male ☐

Phone: ..... Email: .....

Role in the Archdiocese:
(e.g. clergy, employee, volunteer, safeguarding officer) and location (parish, agency, office, ministry, or N/A) ***(Required)***

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

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 ☐ Archdiocesan Organisation/Agency

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

First Name: ..... Last Name: ..... Female ☐ Male ☐

Phone: ..... Age: ..... Email: .....

Description of person/identifying factors: .....

Position: .....

Organisation address/name: .....

Detailed Report

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

Consider who was involved, and was any immediate action taken? How did you become aware of this conduct?
(If known, please supply Child/Adult at Risk name, age, gender, family supports)

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What happened and where? .....

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Were there any witnesses present? (If known, please supply details) .....

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Details pertaining to the alleged person responsible for the harm.
(If known, please supply name, age, gender, role in parish/community and the relationship between alleged person and child/adult at risk)

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Has the child, young person or Adult at risk's family been informed of the concern? ☐ Yes ☐ No

(Please refrain from discussing the matter with the person's family if a family member is the alleged abuser)

Please attach any additional information/supporting items (photos, videos, screenshots, messages, letters, reports, records). If further documents arise, please send them separately to the Integrity and Safeguarding Department.

What would you like done about your complaint?.....

Declaration: I, ... **confirm that I make this report in good faith and I understand that in South Australia, it is a criminal offence to fail to report known or suspected child sexual abuse to police.**

Send to:

Integrity and Safeguarding Department | Catholic Archdiocese of Adelaide | 39 Wakefield Street, Adelaide SA 5000 | | GPO Box 1364, Adelaide SA 5001 |

OR receptionprofstandards@adelaide.catholic.org.au