



COMPLAINTS AND ALLEGATIONS RECORD FORM

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

If the suspicion, allegation or disclosure is not about a child, discuss the concern directly with a Safe Ministry Contact.

Copies of the completed form should only be given to an OEC Safe Ministry Contact (Ed Springer, Karina Blanch, Chris Holding, Kerryn Hanratty, Baden Bogdanovs and Rhianna Hume) in person or emailed to safeministry@oechurch.org.au

If the concern involves a member of OEC staff, contact Baden (0405 109 635) or Rhianna (0487 988 492) directly.

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

1. Nature of the complaint: 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 received medical attention.

3. Accurately record what the child 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 DCJ 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.



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

☐ Yes ☐ No

Notes:

Who did you make a report to?

Safe Ministry Contact Team

Date:

☐ NSW Police

Date:

Reference #

☐ DCJ via ChildStory

Date:

Reference #

☐ DCJ via 132 111

Date:

Reference #

☐ OCG Reportable Conduct Directorate

Date:

Reference #

☐ Internal reporting obligations (Overseers)

Date:

☐ Insurance Company

Date:

☐ Other

People spoken to in relation to the matter (describe who was spoken to and why they were spoken to about the matter – include police officers, DCJ staff, OCG staff and anyone else you spoke to). Record dates of when these conversations took place.