

Child Protection Recording Form (template) Confidential

Child Protection Recording

1 About the disclosure/concern

Date of disclosure _____
 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 _____ Mobile _____

Email _____

Relationship to child or alleged victim _____

3. Details of child or alleged victim

Name _____

DOB _____

Address _____

Tel _____ Mobile _____

Ethnic origin _____

Language (is interpreter/ signer needed) _____

Disability _____

Special needs _____

Parish / Order (if applicable) _____

4. Parent / Carer details (where appropriate)

Name _____

Address (if different from above) _____

Tel _____

Mobile _____

Are they aware of the allegation, suspicion or complaint?

Yes

No

5. Details of alleged perpetrator

Name _____

Address _____

Tel _____ Mobile _____

Relationship to child/ victim (parent/priest/teacher etc) _____

Position in Church/ Order _____

Address at time of incident(s) _____

Current contact with children if known (sits on Board of Management of school, runs youth activities etc)

Any additional information

6. Details of concern, allegation or complaint

(Include dates / times and location the incident(s) occurred, witnesses, if known. Does the child /alleged victim know this referral is being made?)

7. Action taken

Has the matter been referred to civil authorities?

Yes No

If yes

Date _____

Time _____

If no, explain why

To whom was it referred?

Name _____

Designation _____

Address _____

Tel _____

Email _____

Has the matter been referred to a member of the Church?

Yes No

If yes

Date _____

Time _____

If no, explain why _____

To whom was it referred?

Name _____

Designation _____

Address _____

Tel _____

Email _____

8. Next Steps

What actions were agreed and by whom when the matter was referred on to civil / Church authority?

Are there any immediate child protection concerns? If so, please record what they are and state what actions have been taken by whom to address them:

9. Designated Officer details:

Name _____

Tel _____

Mobile _____

Date form sent _____