

Safe Ministry Concerns Record

The completed form should be given to the Safe Ministry Officer.

Name of person filling in this form

Contact details

Name of the person about whom you have a concern

Age of person about whom you have a concern

Reporter's relationship to the person about whom you are concerned

Describe your concerns, what was observed or what was said.

It is important to provide as much information as possible, basing your information on facts and observations, without making assumptions or jumping to conclusions or making "value" judgments. If a disclosure has been made, a verbatim (word for word) account must be written of the disclosure to the best of the reporter's ability, as soon after the disclosure as is practical.

Time and date of the incident or recording

Date _____ Time _____

Signature

This confidential record is to be kept in accordance with privacy legislation.

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SMR can also provide customisation of the **Safe Ministry Framework** for your church or denomination.

Disclaimer: This publication is not legal advice. The ideas and procedures herein are based on nationally recognised good practice advice for Safe Ministry and have been written with due regard to Australian legislation March 2020.
Legal advice may need to be sought when responding to individual incidents.