# CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

# (CASE 1 COMPLAINT)

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| **Complainant Name:**(if other than Child) |  |
| **Age:** |  | **Date formal complaint received:**  / / |
| **Club:** |  |

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| **Child’s Details** |
| **Full name:** |  |
| **Address:** |  |
|  |
| **Date of birth:** |  | **Sex:** |  | **Age at time of alleged offence:** |  |
| **Parent/Carer name:** |  |
| **Parent/Carer address:** |  |
| **Parent/Carer phone:** |  |
| **Person’s reason for suspecting abuse (e.g. observation, injury, disclosure)** |
|  |
| **Location of alleged abuse:** |
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| **Name of Person Complained About** |
| **Full name:** |  |
| **Date of birth:** |  | **Sex:** |  | **Age at time of alleged offence:** |  |
| **Role/Status**  |  🞏 | Administrator (volunteer) | 🞏 | Parent |
| ***(in sport)*** |  🞏 | Athlete | 🞏 | Spectator |
|  |  🞏 | Coach/Assistant Coach | 🞏 | Support Personnel |
|  |  🞏 | Employee  | 🞏 | Official |
|  |  🞏 | Other |  |
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| **Witnesses (if more than 3 witnesses attach details to this form)** |
| **Name (1):** |  |
| **Contact details:** |  |
| **Name (2):** |  |
| **Contact details:** |  |
| **Name (3):** |  |
| **Contact details:** |  |
| **Interim action taken (if any) to ensure child’s safety and/or to support needs of person complained about** |
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| **Police contacted** | **Who:** |  |
| **When:** |  |
| **Advice provided:** |  |

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| --- | --- | --- |
| **Government agency contacted** | **Who:** |  |
| **When:** |  |
| **Advice provided:** |  |

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| --- | --- | --- |
| **EO contacted** | **Who:** |  |
| **When:** |  |

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| **Police and/or Government agency investigation: FINDING** |
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| **Internal investigation (if any): FINDING** |
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| **Action taken** |
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| **Completed by:** | **Name:** |  |
| **Position in Organisation:** |  |
| **Signature:** |  |  |
| Date: |

|  |  |
| --- | --- |
| **Signed by:** | Complainant (if not a Child) |

*This record and any notes must be kept in a confidential place and provided to the relevant authorities (Police and Government) should they require them. This record must be kept for a minimum of seven (7) years in accordance with the Water Polo Victoria Safe Sport Framework.*