# 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)** | | | | | |
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| **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: |

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| **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.*