



State the name of the person the complainant has spoken to with the date, time and place:

If a complainant has made a disclosure of abuse, record what was said:

If an adult has expressed concern in relation to the safety of a child, record if he/she is expressing his/her own worries or passing on those from another adult. Record the concerns and ask him/her to confirm that the details as written are correct.

Have possible signs or indicators of harm been identified?

Yes:

No:

If yes, please outline below including any need for medical attention:

Record the name(s) of the person(s) alleged to have harmed the complainant:



SECTION 2 - TO BE COMPLETED BY THE PERSON WHO RECEIVED THE ALLEGATION FROM THE COMPLAINANT

Name of person who received the suspicion, concern, knowledge or allegation:

Role of the person in the Parish/Diocese:

Contact details of the person who received the suspicion, concern, knowledge or allegation:

Signed:

Date:



SECTION 3 - TO BE COMPLETED BY THE RCB CASEWORK TEAM

Has the suspicion, concern, knowledge or allegation been referred to PSNI/Garda? Yes: No:

Date:

Casework Team staff member who made the referral:

Crime or Incident Number:

Name of PSNI/Garda:

Tel:

Email:

Has the suspicion, concern, knowledge or allegation been referred to the Gateway Team/Tusla? Yes: No:

Date:

Casework Team staff member who made the referral:

Referral Number:

Name of Social Worker:

Tel:

Email:

Has the suspicion, concern, knowledge or allegation been referred to the Bishop and Diocesan Safeguarding Panel? Yes: No:

Date:

Casework Team staff member who made the referral:

Contact details of Panel contact person:



Has the person who made the suspicion, concern, knowledge or allegation been notified of the referral process?

Yes:

No:

Date:

Name of person who notified the original referrer:

Any additional actions taken?