

## **SAFEGUARDING REPORTING FORM**

*Please ensure that people raising an allegation/disclosure/concern are made aware that the matter will be forwarded to the Designated Officer and the civil authorities.*

### **1. About the allegation/disclosure/concern**

Date of Disclosure: \_\_\_\_\_

Time of Disclosure: \_\_\_\_\_

How was the information received?

Telephone  Email  Letter  In Person

### **2. About the person making the disclosure**

Name -----

Address -----

Contact Details Tel ----- Mobile -----

### **3. Details of alleged victim**

Name ----- DOB ---/---/---

Address -----

Contact Details Tel ----- Mobile -----

### **4. Details of alleged perpetrator**

Name -----

Address Current -----

Contact Details Tel ----- Mobile -----

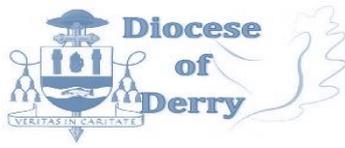
Relationship to victim (i.e priest, laity, religious order) -----

If Clergy what is their position in the church/religious order -----

Address at time of incident -----

Current contact with children/vulnerable adults (if known) eg school governor/youth leader etc.

-----



**5. Details of allegations/disclosure/concern**

Nature of above

---

---

Date if happened -----

Time if happened -----

Where did it happen -----

Has the matter been referred to the civil authorities? Yes  No

If yes to whom? -----

Has the person raising the matter been made aware that:

- It will be referred to the civil authorities? Yes  No
- This record will be sent to the Diocesan Designated Officers? Yes  No

**6. Person recording this information**

Date of recording 

---

Name (BLOCK CAPITALS) 

---

Signature 

---

Address 

---

Contact Details Tel ----- Mobile -----

Position in Parish ----- Parish of -----

Please forward this immediately to:

Marie Gormley  
Diocesan Designated Officer  
Diocesan Safeguarding Office  
164 Bishop Street  
Derry  
BT48 6UJ

