*This form is to record details of a child protection matter brought to the attention of Parish Priests   
or Parish workers.*

This form should be completed by Parish Priests (or delegate) in respect of all child protection matters. It should then be provided to the Institute of Professional Standards and Safeguards (IPSS). If any additional documents come to hand after the form has been provided to your Parish Priest and IPSS these should be sent separately.

|  |  |
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| **Parish details** | |
| Name of Parish |  |
| Name of person  completing this form |  |
| Position of person  completing this form |  |
| **Details of child protection matter** | |
| Name of person who  raised the matter |  |
| Date the matter  was raised |  |
| Name of the  alleged victim \* |  |
| Name of the  alleged offender |  |
| Brief details  of the matter |  |
| Has this matter been reported to the AFP or NSW Police? | Yes  No |
| *\*Note: if the alleged victim has requested their details be kept confidential, you do not need to record them here.* | |
| **Attach all relevant documents to this form** | |
| Copy of report made to the AFP / NSW Police (if relevant)  Other correspondence with the AFP / NSW Police  Other documents | |
| **Signature** |  |
| **Date** |  |

Store this form following standard Parish records processes.

Email a copy of this form to [ipss@cg.org.au](mailto:ipss@cg.org.au).