**CONFIDENTIAL INCIDENT RECORDING FORM**

This Confidential Incident Recording Form is part of the Catholic Diocese of Ballarat’s Code of Conduct for Caring for Children.

This form may be used by anyone who wishes to record any incident or breach of the Code of Conduct, make a complaint or report any issue of concern regarding children in a parish or agency of the Catholic Diocese of Ballarat.

It should be read in conjunction with the Code of Conduct, and in particular, page 21 and following: Dealing with Breaches and Matters of Concern.

**Details of person completing this form:**

|  |  |
| --- | --- |
| Name: (surname last and in CAPITALS) |  |
| Position in parish or diocesan agency: |  |
| Address: |  |
| Telephone (home) |  |
| Telephone (work) |  |
| Telephone (mobile) |  |

|  |  |
| --- | --- |
| Date of completion of this form: |  |
| Date of incident/s or matter (if applicable): |  |

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| --- |
| Details of incident or matter: (please be as descriptive as possible, include dates,  locations, full names, names of any witnesses etc). |
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| What action have you already taken |
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|  |
| Who have you informed – name, title (if relevant) and date |
|  |
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Signature of person completing this form