

ATTACHMENT D



DIOCESE OF LISMORE

Initial Child Protection Information Details and Exemption Notification
Ombudsman Act 1974

It is important that this form is faxed to the Relevant Diocesan Investigator within 24 hours of receiving the allegation

STRICTLY PRIVATE & CONFIDENTIAL

FAX TO THE RELEVANT CONFIDENTIAL FAX NUMBER:

CEO

(02) 6622 4767

ST.VINCENTS HOSPITAL

(02) 66

CHANCERY OFFICE

(02) 66

SECTION A - to be completed by the Responsible Person

1. PERSON SUBJECT OF ALLEGATION

Full Name _____ Birth Date _____

Position _____ Gender _____

2. CHILD/YOUNG PERSON CONCERNED

Full Name _____ Birth Date _____

Student Registration Number _____ Class/Grade _____ Gender _____
(IF APPLICABLE)

3. FULL NAME OF DIOCESAN AGENCY _____

4. ALLEGATION MADE BY _____ **Date** _____

5. ALLEGATION DETAILS Date of alleged incident: _____

Location of alleged incident :

Allegation :

6. CONTACT DETAILS – Please list contact names & telephone numbers of parent/s of:

Alleged Victim/s:

Ph. No.

Witness/s:

Ph. No.

Please list name/s and contact number/s of person/s subject of allegation/s

Name:

Ph. No.

7. ACTION TAKEN (please tick all relevant boxes)

- Notified Relevant Diocesan Investigator
- Notified Department of Community Services
- Other Action - please specify

Name _____ Position _____

Signature _____ Date _____

SECTION B – to be completed by Relevant Diocesan Investigator

1. REASONS FOR INITIAL RISK ASSESSMENT

(Consider: nature and seriousness of allegation(s); vulnerability of child(ren); nature of employee’s position and level of supervision; employee’s disciplinary history; employee’s safety or particular vulnerability; potential risks to proper conduct of the investigation.)

(a) Initial risk assessment re appropriateness of employee remaining in workplace pending enquiries
(Provide reasons for risk assessment)

(b) If the employee is to remain in the workplace pending enquiries, are additional supports required?
If so, indicate how these will be provided?

(c) Action to be taken to ensure the wellbeing of the child (ren) during the investigation of the allegation

2. DRAFT INVESTIGATION PLAN (continue on additional page if necessary)

a) Investigation objectives (what needs to be clarified / established?)

(b) Seek documentation regarding the making of the allegation (from whom?)

(c) Who should be interviewed? (Identify witnesses; seek appropriate consents; consider carefully interviews with children and ensure proper support if interviewed)

(d) Possible timeframe for the conduct of interviews / gathering of information

SECTION C - to be completed by the Relevant Diocesan Investigator

1. EXEMPTION CLAIMED

Exemption [a]

Exemption [b]

Exemption [c]

Reason for decision :

NO EXEMPTION - Notifiable to Ombudsman

2. INITIAL ASSESSMENT

No identifiable risk to children

Notifiable to Head of Agency

Not Notifiable to Ombudsman

Name of Diocesan Investigator_____

Signature of Diocesan

Investigator_____ Date_____