



**To be completed when reporting incidents of concern under the “Safe Ministries” area.**

Please complete and forward to Joanne Ham at [joanne.ham@thelakes.net.au](mailto:joanne.ham@thelakes.net.au) as the Administrator

**Reporter's details**

Name

Ministry Role

Contact Details

**Parent/caregiver details**

Caregiver name/aliases

Age

Contact details  
(phone, address)

Other information, e.g.,  
language spoken, physical  
description of person

**Child/vulnerable person's details**

Name

Age (date of birth)

Contact details  
(phone, address)

Other information, e.g.,  
school, language spoken,  
physical description of  
person



## Concerns for the child/vulnerable person

*Record a full account of your concerns for the safety, well being or welfare of the child or vulnerable person. Include as much detail as possible as well as relevant dates and times.*

*Observed: Indicators | Behavioural changes | Safety concerns | Verbal comments or conversations*

Your signature:

Date: