ARMIDALE DISTRICT BAPTIST CHURCH
*Sharing Christ's Love in Community*

# Safe Church Concerns Form

Approved: 12 July 2026

The completed form should be given to a member of your Safe Church Team who will follow the *3.9 Procedure for Responding to Child Protection Concerns.* This documentation is to be kept in a locked filing cabinet and/or in secure electronic format for at least 45 years from the date of completion.
Please do not discuss the concern with anyone other than the Safe Church Team or your Ministry Team Leader.

**If there is immediate danger, please contact police immediately.**

| **DETAILS ABOUT PERSON COMPLETING THIS FORM**<br>(either the victim, the person bringing a concern or the Safe Church Team) |
|---|
| Name: |
| Role: |
| Relationship to the victim and/or the person allegedly causing harm: |
| Address: |
| Email: |
| Phone: |

| **DETAILS OF ALLEGED VICTIM (if applicable)** | | |
|---|---|---|
| Name: | | |
| Date of Birth: | Age: | Gender: |
| Address: | | |
| Parent/guardian name and contact phone number: | | |

 © Baptist Church of NSW & Act (1 November 2023)

| **DETAILS OF THE PERSON AGAINST WHOM THE ALLEGATION HAS BEEN MADE (if applicable)** |
|---|
| Name: |
| Date of birth, if known (otherwise approximate age): |
| Home address: |
| Email: |
| Phone: |
| Position/title at time of allegation (if any): |
| Is the person aware of the existence of the allegations? Yes / No (circle) |

| **NATURE OF THE ALLEGATION** | |
|---|---|
| Provide details of the allegations that were made known to you – what has been alleged, when it was alleged to have occurred, other relevant details (if necessary, use additional page/s and attach to this form).<br><br>Are there additional pages attached to this form? Yes / No (circle) Number of pages: | |
| Names and contact details of any witness/es:<br><br>Have written accounts from witnesses been attached? Yes / No (circle) If yes, number of pages:<br>*(written accounts should be received from each person who received a disclosure or observed a concern; however, do not start an investigation at this stage)* | |
| Who else knows about the alleged abuse? | |
| Signature (of person bringing concern): | Date: |

 © Baptist Church of NSW & Act (1 November 2023)

| **Part two – SAFE CHURCH TEAM TO COMPLETE THE FOLLOWING INFORMATION** | | | |
|---|---|---|---|
| In NSW, Mandatory Reporter Guide completed? Yes / No (circle)<br>If yes, please attach report printout. | | | |
| Other government agencies or departments involved: | | | |
| **Agency** | **Date** | **Reference Number/ Event Number** | **Name of contact** |
| **Police** | | | |
| **DCJ** (FaCS)/ **CYPS** | | | |
| **OCG/Ombudsman** | | | |
| Contact with Ministry Standards Hotline 1300 647 780<br>Date and time:<br>Emailed copy of Safe Church Concerns Form to standards@nswactbaptists.org.au<br>Date and time: | | | |
| Safe Church Team provides feedback to the person bringing the concern about Church response and any reports made: Yes / No (circle) | | | |
| Signature of Safe Church Team Member: | | Date: | |

 © Baptist Church of NSW & Act (1 November 2023)