



**ORDER OF MALTA
AUSTRALIAN ASSOCIATION**

**Safeguarding Children, Young People and Vulnerable Adults Policy Reporting Form
for Suspected Abuse**

This form is to be used for the reporting of a suspicion, allegation or disclosure of abuse of child(ren), young people and/or vulnerable adult(s) or a complaint of inappropriate behavior with or toward a child(ren), young people and/or vulnerable adult(s). Note that this process is confidential to the relevant people and authorities but there may be situations where it may be necessary to report the circumstances to civil authorities.

Please fill in as much of this form as possible and return it as soon as possible (preferably within 24 hours of the occurrence of the incident or disclosure). On completion, this form must be given to AASMOM Safeguarding Officer, in a sealed envelope marked 'confidential' or sent by email. All information will be treated in accordance with the Data Protection Act and Information Sharing Protocol.

Name and position of person reporting abuse:

Date and time of completion of form:

Date and time of the incident/disclosure:

Child/young person/ vulnerable adult's name:

Child/young person/ vulnerable adult's date of birth or approximate age:

Child/young person/ vulnerable adult's address:

Name (s) and address of carer/parent (if appropriate):

When completing the information below, please continue onto a separate sheet if necessary.

Please describe your concerns here (give details of location, times of specific incidents, any physical, behavioural or indirect signs and the people involved).

Have you spoken to the child/young person/vulnerable adult/s involved? If so, what exactly was said? (please record details in the person's own words):

Action taken so far:

Signature:

Date:

Name: