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GOLD COAST

CITY BRASS

BAND

Complaints and Allegations Record Form

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CHILD PROTECTION POLICY GOLD COAST CITY BRASS BAND INC

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This form should be used to record a suspicion, allegation or disclosure of child abuse, or a complaint of unacceptable behaviour.

Your Name and Position: _____

Name of the child or young person involved: _____

Name of person making the complaint: _____

1: Nature of the complaint: include time, date location, what happened and who was involved (this can include observations of the child;s behaviour).

2: Details of any injuries and if the child received medical attention.

3: Acurately record what the child said when describing what happened – use their exact words – or record why you suspect abuse due to an indirect disclosure, such as a drawing or observed behaviour.

4: Details of anyone who saw what happened.

5: Does this complaint indicate the possibility of child abuse, such as physical abuse, psychological or emotional abuse, sexual abuse or neglect?

Yes No

6: Who did you make a report to?

QLD Police

Child Safety Queensland

Other

7: People spoken to in relation to the matter (describe who was spoken to and why they were spoken to about the matter – include police officers and anyone else you spoke to).