



## Catholic Diocese of Rockhampton

*'We live out the call of baptism through personal faith in Jesus witnessing together to the Good News of the Kingdom'*

# Disclosure Report Form

This form is to be completed by a person **working for or within the Diocese** when a disclosure of harm or risk of harm regarding a **child or young person** has been made, as required by the procedure document titled *Dealing with Observations Disclosures and Suspicions of Harm*.

### **For a Towards Healing Procedure:**

On completion this form is submitted to the Bishop

### **For a Diocesan Procedure:**

On completion this form is to be submitted to the **Appropriate Pastor** (i.e. the **Priest Pastor** in a Parish context, or the **Bishop** in any other context).

Name of Person completing report: \_\_\_\_\_

Contact details: \_\_\_\_\_

### ***Person making disclosure:***

particulars of the person making disclosure (including name, approximate age and any other particulars which may be already known such as how the person is involved with the Diocese, details of parents, siblings or children of the person);

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### ***Details of Disclosure***

(exactly what the person disclosed e.g. as a transcript of the disclosure using 'I said', 'they said' statements);

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**Known details of other persons named or referred to in Disclosure**

(including name, approximate age and any other particulars which may be already known such as how the person is involved with the Diocese, details of parents, siblings or children of the person);

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**Other relevant information:**

E.g. demeanour of person during disclosure, names of others who may have been told etc.;

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**Date, Time and Location of Disclosure:**

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Signed by person making report: \_\_\_\_\_ Date: \_\_\_\_\_

Report received by: \_\_\_\_\_ Date: \_\_\_\_\_

**Subsequent Action: (If required)**

Date and steps of action taken: \_\_\_\_\_

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Signed (Priest Pastor or Bishop): \_\_\_\_\_

Date: \_\_\_\_\_