



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'

Observation Report Form

This form is to be completed by a person who observes **harm** being done to a **child or young person** or observes a **child or young person** being exposed to an unacceptable risk of **harm**, 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** (ie. the **Priest Pastor** in a Parish context, or the **Bishop** in any other context).

Name of Person completing report: _____

Contact details: _____

What was observed (if insufficient space, attach diagrams and further details on separate page): _____

Particulars of persons involved:

(if known – such as name, approximate age, gender, how they are involved with Diocese etc.)

Date, Time and Location of Observation:

Details of environment and other relevant information:
(including weather and light conditions, other witnesses etc.)

Signed by person making report: _____ Date: _____

Report received by: _____ Date: _____

Subsequent Action: (If required)

Date and steps of action taken: _____

Signed (Priest Pastor or Bishop): _____

Date: _____