

# Child Safeguarding Reporting Form

St John cares about you and we're here to help. When you give us feedback or make a complaint, we will always try our best to help you. We will always treat you kindly and take your complaint or feedback seriously.

If you need help to fill out this form you can call email us at [hr@stjohntas.org.au](mailto:hr@stjohntas.org.au).

It is important to know that there are some problems that St John might also need to get others to help with. This means that we might need to tell someone about a problem when we think that extra help is needed. We will always do our best to support you if this happens.

When you make a complaint, this will be forwarded onto the right person in the right part of St John, unless you tell us you don't want this to happen. You also have the right to be anonymous or not give your name or contact details to us.

## Your details

Full name			
Contact phone number			
Division (if a Youth Member)			
Email address			
Preferred contact method ( <i>phone call, email, text message</i> )	Phone	Email	SMS

## Details of child/ren or young person/s involved in this concern:

Name/s	
Age/date of birth (if known)	
Other information about the child or young person ( <i>if known</i> ), <i>e.g. address, parents,</i> )	
Your relationship with the young person ( <i>i.e. parent, friend, no relationship, Adult Leader, Staff Member etc. </i> )	

## Whose conduct are you reporting?

Name/s	
Work area (e.g. division, business unit, role)	
Any other details	

**Details of report:**

When did this happen (*date or approximate*)

Where did this happen (*location – please be specific as possible*)

Details of what happened - please provide as much detail as you can, and include anything relevant, e.g. were there any witnesses? Any background information? You can also provide attachments.