



Brentwood Gymnastics Club

CHILD ABUSE REPORT

CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing, ensure the procedures outlined in *Procedure for Handling Allegations of Child Abuse* have been followed and advice has been sought from the relevant government agency and/or police.

BGC CHILD ABUSE ALLEGATION DETAILS	
Complainant's Name (if other than the child)	Date Formal Complaint Received: / /
Role/status in sport	
Child's name	Age:
Child's address	
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)	
Name of person complained about	
Role/status in sport	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:



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Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)	
Police contacted	Who: When: Advice provided: Any Ref #: eg rank?, ID? station? reference #?
Government agency contacted	Who: When: Advice provided: Any Ref #:
President and/or Member Protection Information Officer contacted	Who: When:
Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:



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Action taken	
Completed by	Name: Position: Signature: Date: / /
Signed by	Complainant (if not a child)

This record and any notes must be kept in a confidential and safe place and provided to the relevant authorities (police and government) should they require them.



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VERSION CONTROL

Record details of the latest revision of the Policy here

Owner:	President		
Revision:	1.0		
Prepared By:	RMR	Date Prepared:	10/9/2020
Reviewed By:	Committee	Date Reviewed:	12/1/2021
Approved by:	Committee	Date Approved:	13/1/2021
		Effective Date:	

VERSION HISTORY

Revision Number	Date	Notes
0.1	10/09/2020	Initial Draft
1.0	29/3/2021	Release version