



DeMolay Australia Ltd ABN 27 618 445 444  
(DeMolay Australia)

## CHILD ABUSE REPORT FORM

Version: 01 July 2017

Reporting all suspicions, allegations and disclosures of child abuse to the proper state agency is required in all situations. See *DeMolay Australia Child Protection & Youth Management Strategy* – Section 1 – DeMolay Australia Youth Protection Policy – Official Reporting Policies.

Situations that directly involve DeMolay Australia adult volunteers or occur at DeMolay Australia activities must also be reported to the DeMolay Australia Company Secretary using this form.

This is **not** the form to use when reporting a violation of the *DeMolay Australia Child Protection & Youth Management Strategy*. Use *Child Protection & Youth Management Strategy Violation Report Form*.

This form should be sent to the DeMolay Australia Company Secretary immediately upon suspicion, allegation or disclosure of abuse. **Do not** send this form to anyone else.

This report is a timely documentation of all factual information reported and the allegations that have been made.

It should state the allegations, suspicions and disclosures of child abuse that are the basis of the report. The report should also state all factual information a Trained Advisor (TA) has gathered that supports or rebuts the allegations, suspicions and disclosures.

For example, if the allegation is that “Volunteer A inappropriately touched a child” the report should state the facts that tell who, what, when, where and how the TA came to this conclusion.

***It is not appropriate for a TA to investigate an issue, but only to document suspicions, allegations and disclosures. If some information is not known simply record “Not Known” in the space provided.***

It is not appropriate for TA's, volunteers or members to discuss suspected or reported abuse with other people outside of this policy process.

Information contained in this form will be used to investigate the reported violation.

The name of the TA who is reporting the violation will be held in confidence by the DeMolay Australia Company Secretary and the board and executive Committees of DeMolay Australia Ltd ABN 27 618 445 444.

The Board of DeMolay Australia Ltd is the enforcement authority for the *DeMolay Australia Child Protection & Youth Management Strategy*.

*Please type or print legibly. If you need extra space for further information, please use the back of the form or attach a separate sheet.*

<b>Your Personal Data</b>
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Full Name

Address

City / Town / Suburb

State

Post Code

Home Phone No

Daytime Phone No

Mobile No

E-mail address

Current Role in DeMolay Australia

<b>Abuse Report Information</b>
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Full name / s of person / s who are the subject of this report

How is / are the subject person / s connected to DeMolay Australia (e.g., Parent, Trainer Advisor)

Date abuse occurred

Location and time where abuse occurred

Did the incident occur at a DeMolay Australia activity – Yes or No?

Please describe the activity

Were DeMolay youth members present – Yes or No?

Immediate action taken (including police, government agency / ies reported to)

If no action taken, detail reason / s

List of witnesses (if any) name and phone number / email addresses

Please give as much specific detail about the abuse incident as possible:  
*(Keep in mind that you are not to investigate the issue but only report the facts as you are aware of them)*

**Acknowledgement**

I certify that the information provided herein is complete and accurate to the best of my knowledge.

I further understand that the information contained in this form will be used to investigate the incident and that I may be contacted by officials within DeMolay Australia regarding this report.

Finally, I understand that my name will be held in confidence by the DeMolay Australia executive management.

Signature \_\_\_\_\_ Date

Send completed form to:

Bob Jenkinson  
Company Secretary  
DeMolay Australia Ltd  
7 Rolls Royce Court  
Joyner Qld 4500

or via email to [coy-sec@demolay.org.au](mailto:coy-sec@demolay.org.au).

Company Secretary, Bob Jenkinson, mobile 0400 840 939, is available during office hours to assist with any aspect of this form.