

Complaints and Allegations Form

When to use this form

This form is to be used to record suspicion or knowledge of any concerns about the conduct or behaviour of anyone within the church. The information recorded may be used to provide statements to authorities. If the complaint or allegation relates to a known or suspected Person of Concern, please use the [Concern Reporting Form](#).

Complete sections 1 and 2 of this form and retain a copy for your records.

Section 1

Is/was there immediate danger? If so, how was this addressed?

What happened? A detailed and factual statement of what happened. Include what was said, reported or observed, including injuries if relevant, and specific circumstances that supported your decision to complete this statement.

Who did it happen to? Age (if known, don't ask).

How is this connected to the church?

Where did it occur?

When did it occur?

Who else was involved and what was their involvement? Details about the alleged person responsible and any witnesses should be included here.

Your details

Name

Address

Phone

Your connection to the events reported

Date

Signature

Section 2

Please ensure you record who you have advised about this matter (either verbally or in writing) and if it is within the church or external people and authorities.

Date you reported	Name of person you reported to	The organisation to which they belong	Their position, rank or ID within that organisation	What they advised you to do

Your notes