

Complaints and allegations Statement template

When to use this form

This form is to be used to record suspicion or knowledge of any concerns about conduct within the church. The information recorded may be used to provide statements to authorities.

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, specific circumstances that supported your decision to complete this statement.

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

Who else was involved and what was their involvement? Details about the alleged offender and any witnesses.

Where did it occur?

When did it occur?

How is this connected to the church?

Your details

Name

Address

Phone

Your connection to the events reported

Date

Signature

Section 2

Keep good records of the people to whom you reported your concerns, either verbally or in writing, inside the church or to statutory authorities.

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

Your notes: