

CONFIDENTIAL

**Hong Kong Sheng Kung Hui
Initial Report of Suspected Incident of Misconduct
(Record of Allegation)**

(CONFIDENTIAL WHEN COMPLETED)

Note:

Please fill in this form with the information that is known. It is understood that there may be blanks or missing information. This form is to be filled out by the Incident Team and submitted to the Provincial Safeguarding Policy Coordinator and the Vicar of the parish when it is completed.

Please do provide support, care and safety to the victim(s), the alleged offender(s) and their families.

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Date of Report: _____

Name of Person making report: _____

Church/Organization making report: _____

Date suspected abuse occurred: _____

Nature of suspected abuse (please see Section V of the Safeguarding Policy):

- | | |
|--|--|
| <input type="checkbox"/> Sexual misconduct | <input type="checkbox"/> Sexual assault |
| <input type="checkbox"/> Sexual harassment | <input type="checkbox"/> Sexual exploitation |
| <input type="checkbox"/> Bullying | <input type="checkbox"/> Neglect or abuse of a child |
| <input type="checkbox"/> Other (please specify): _____ | |

Information regarding the Person suspected of misconduct

Name of suspected perpetrator: _____

Age: _____ Gender: _____ Telephone: _____

Address: _____

Relationship to the Church (if any): _____

Information regarding suspected victim

Name of suspected victim: _____

Age: _____ Gender: _____ Telephone: _____

Address: _____

Relationship to the Church (if any): _____

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Report:

Describe what occurred specifically, including where, when, specific actions, number of times it occurred, any threats, etc.

What led the complainant to suspect/become aware of the misconduct?

Date, time and setting in which the complainant became aware of the suspected misconduct :

Anecdotal records that support suspicion of misconduct?

Person(s), if any, present at the scene or aware of the incident

Part 1: Actions Taken:

Describe any arrangements that have already been made for counseling, and/or support for the alleged victim.

Describe the arrangements that have been made to ensure the safety of the suspected victim.

Part 2: Other information (if available)

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Previous Reports

Are you aware if the perpetrator has been accused or convicted of other misconduct in the past? If so, please describe:

Are you aware if the victim has experienced other misconduct in the past? If so, please describe:

Other Victims

Are there other people who might be potential victims (classmates, siblings, others who were in the same location, attended the same event, etc.)?

Name of the person completing the form: _____

Signed: _____

Date: _____