

**CONFIDENTIAL**

**Hong Kong Sheng Kung Hui  
Safeguarding Policy  
Final Investigation Report**

(CONFIDENTIAL WHEN COMPLETED)

(To be filled out by the Incident Team)

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Name of Complainant: \_\_\_\_\_

Name of (alleged) perpetrator: \_\_\_\_\_

When (alleged) misconduct occurred: \_\_\_\_\_

Where (alleged) misconduct occurred: \_\_\_\_\_

When the complaint was made: \_\_\_\_\_

Members of Incident Team (and their positions in the parish):

Was the suspicion confirmed? \_\_\_\_\_

Nature of the (alleged) misconduct:

- |  |  |
|--|--|
| <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): _____ |  |

Brief description of the (alleged) misconduct:

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Please describe the further investigation and follow up actions after the Initial Report was filed, including any evidence obtained:

Response of the (alleged) perpetrator, if any:

Any significant factual disputes:

Finding of facts:

Was contact with any external body made?

Please describe the consultation made with external authority/agency: (if any)

Type of external authority/agency: Clinical psychologist / Other: \_\_\_\_\_

Please describe the pastoral care/support provided for the people involved in the case:

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Any other pertinent information:

Outcome of investigation:

- Confirmation of sexual misconduct
- Confirmation of physical and emotional abuse
- Confirmation of inappropriate behaviour
- False Accusation
- Allegation not amount to misconduct or abuse
- Unclear outcome
- External investigation recommended
- Other (please specify)

Decision and Follow-up Action based on the outcome of investigation:

Vicar of the Parish: \_\_\_\_\_

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

Parish Safeguarding Officer: \_\_\_\_\_

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