

# Complaints and allegations record form template

This form should be used to record a suspicion, allegation or disclosure of child abuse, or a complaint of unacceptable behaviour.

Your name and position	
Name of the child or young person involved	
Name of person making complaint	
Name of person who the complaint was made against	
Date that the allegation/complaint was made and recorded	

1. Nature of the complaint: include time, date, location, what happened and who was involved (this can include observations of the child's behaviour).

2. Details of any injuries and if the child received medical attention.

3. Accurately record what the child said when describing what happened – use their exact words – or record why you suspect abuse due to an indirect disclosure, such as a drawing or observed behaviour.

**(In the case of an allegation of abuse, formal investigations and interviews will be carried out by DCJ and/or NSW Police. You must record what the child has said but unless it is your role to investigate, you should not interview the child.)**

4. Details of anyone who saw what happened.

5. Does this complaint indicate the possibility of child abuse, such as physical abuse, psychological or emotional abuse, sexual abuse, or neglect?

Yes  No

6. Who did you make a report to?

NSW Police  
 DCJ via ChildStory  
 DCJ via 132 111  
 OCG Reportable Conduct Directorate  
 Internal reporting obligations (name the relevant department or person)  
 Other (name them)

7. People spoken to in relation to the matter (describe who was spoken to and why they were spoken to about the matter – include police officers, DCJ staff, OCG staff and anyone else you spoke to).

Date(s):

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For further assistance you can contact [info@sxl.net.au](mailto:info@sxl.net.au) or [integrity@gymnsw.org.au](mailto:integrity@gymnsw.org.au)