**Safeguarding Commission**

**Reporting Form**

*Please complete this form in as much detail as possible, omitting any sections where you do not know the correct information, and return to Andrew Azzopardi, Head of Safeguarding, Archdiocese of Malta, PO Box 90, Head Office, Marsa, MRS1000 or by email on* *safeguarding@maltadiocese.org**.*

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| **Pastoral Functionary’s Details** *(This is the person you are reporting to the Curia)* |
| Name of Pastoral Functionary |  |
| Date of Birth or age (if known) |  |
| Contact details *(Please include all relevant contact details including telephone nos, email and address)* |  |
| Role |  |
| Parish/School/Organisation |  |
| **Child’s or Vulnerable Adult’s details**  |
| Name of Child or Vulnerable Adult  |  |
| Date of birth (if known) |  |
| **Details of Concerns** |
| **Nature of allegation**[ ] Sexual abuse [ ] Online/internet abuse  | [ ] Physical abuse [ ] Emotional abuse | [ ] Neglect[ ] Other: Verbal abuse |
| **Details of alleged incident***Please include details of the alleged incident or concern. You may wish to include the following:** *date/s of alleged abuse*
* *location*
* *injuries sustained*
* *potential witnesses*
* *how you became aware of the allegation*
* *any other relevant information*
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| **Action taken***Please specify whether this allegation was referred to the Police or other authorities.* *Please add whether the Curia has permission to disclose this information to other relevant agencies (e.g. Police, Appoġġ, etc). Be aware that the Church may, in any event, be under legal obligation to refer the matter to the Police.* |  |
| **Person filing the report** *Please include your Name, Organisation (if relevant), Role and contact details (telephone numbers, email and address)* |  |
| **ID Card Number** |  |
| **Date and Signature** |  |