

RECORD OF COMPLAINT

ABOUT NON-COMPLIANCE WITH

CATHOLIC EDUCATION NORTHERN TERRITORY STUDENT PROTECTION PROCESSES

The following questions should be used as a guide to help you determine whether or not your complaint is a relevant complaint for Catholic Education Northern Territory (CENT) to manage under this non-compliance with CENT Student Protection Processes procedure. Information about the procedures and CENT Student Protection Processes may be accessed here: <https://www.ceont.catholic.edu.au/about/safeguarding-students/>

Submit the completed form to the Principal, or if the non-compliance refers to the Principal, submit the form to the Deputy Principal or Assistant Principal Religious Education.

If you need assistance to complete the form please contact our Integrity Officer / Child Safety Coordinator on 08 8984 1413 or ceo.integrity@nt.catholic.edu.au.

- 1. Is your complaint about a staff member who may have behaved inappropriately toward a student that has not yet been reported to the school/ principal? Yes No**

If Yes, you should report the matter immediately to the school principal (or the Deputy Principal or Assistant Principal Religious Education if the matter involves the principal) and not proceed with this process.

- 2. Is your complaint about someone who may have significantly harmed a student that has not yet been reported to the school/ principal? Yes No**

If Yes, you should report the matter immediately to the Child Protection Hotline on 1800 750 250 and to the school principal (or the Deputy Principal or Assistant Principal Religious Education if the matter involves the principal) and not proceed with this process.

- 3. Is your complaint about someone sexually abusing or likely to sexually abuse a student that has not yet been reported to the school/ principal? Yes No**

If Yes, you should report the matter immediately to the Child Protection Hotline on 1800 750 250 or the Police on 131 444 and to the school principal (or the Deputy Principal or Assistant Principal Religious Education if the matter involves the principal) and not proceed with this process.

- 4. Does your complaint relate to a student protection matter (i.e. sexual or likely sexual abuse of a student, significant harm to a student or inappropriate behaviour by a staff member towards a student) that has already been reported to the school and to the Child Protection Hotline or the Police and which you believe has not been managed in accordance with CENT Student Protection Processes, e.g. staff member still in contact with students? Yes No**

If yes, complete the remaining questions on this form to assist us to manage.

The following Record of Complaint about Non-Compliance with Catholic Education Northern Territory Student Protection Processes will help CENT with information to assess your complaint and determine what action can be taken. Please complete all questions on the form.

RECORD OF COMPLAINT ABOUT NON-COMPLIANCE WITH CATHOLIC EDUCATION NORTHERN TERRITORY STUDENT PROTECTION PROCESSES

YOUR PERSONAL DETAILS (THE COMPLAINANT)

Title:	First Name:	Last Name:
Address:		
Telephone (home):	Telephone (work):	Mobile:
Email Address:		
Please specify in what capacity you are making the complaint (e.g. student, former student, parent, guardian, other):		

DETAILS OF THE STAFF MEMBER YOU ARE COMPLAINING ABOUT

Staff Member's Name:	
Role / Position:	
School Name:	

DETAILS OF THE COMPLAINT:

In the space below, please outline your complaint, providing full details including:

- What the particular complaint is about.
- Full details of the complaint (e.g. what happened, where it happened, to whom it happened, when it happened).
- Why you believe CENT Student Protection Processes have not been followed.

Please attach another sheet if there is not enough space below.

FURTHER INFORMATION

Referral to other persons or agency:

If you have referred this complaint to another person or agency e.g. Child Protection Hotline or the Police, please provide the following details.

Agency referred to:	
Person referred to:	
Promis No (if reported to the Police):	
Reference (if reported to NT Child Protection Hotline):	
What were you advised:	

Witnesses:

If any other person can provide information about the complaint, please provide their names, contact details and what information they may be able to provide.

--

Documents / other evidence:

Attach copies of any documents or other evidence relevant to your complaint (e.g. letters, photographs, statements from witnesses or other people).

If you cannot provide the documents/evidence, please provide details of who has access to the documents/evidence or how this can be obtained, and what information they may be able to provide.

--

Outcome you are seeking:

Please specify the outcome you wish to achieve by making a complaint to CENT about non-compliance with Catholic Education Northern Territory Student Protection Processes.

--

The information contained in this form is true and accurate to the best of my knowledge.

Please sign and date this form Signature:

Date:

Print or Type Name

--