

***Appendix 1 CONCERN FORM***

<b>Date and time of telephone call</b>
<b>Staff person taking information</b>
<b>Name of caller</b>
<b>Relationship of caller to alleged victim</b>
<b>Caller address</b>
<b>Caller telephone number</b>
<b>Name of alleged victim</b>
<b>Alleged victim address</b>
<b>Alleged victim telephone number</b>
<b>When did the alleged incident occur (year)?</b>
<b>How old was the alleged victim at the time of the incident?</b>
<b>If the adult alleged victim is over the age of 18, did he/she habitually lack the use of reason?</b>
<b>Details of the alleged incident</b>  _____  _____  _____
<b>Person involved in the alleged incident</b>
<b>Location of alleged incident</b>
<b>Alleged victim's Parish _</b>
<b>Alleged perpetrator's Parish _</b>

**Did the alleged abuse occur again? How often? Where? When?**

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**To whom?**

**Has this been reported before? To whom? What was the response?**

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**If alleged incident was not reported, you need to report now. (If caller is an adult and abuse happened to them as a child, the caller needs to be encouraged to call the local authorities/police. If caller is reporting an incident involving someone who is currently under 18, encourage the caller to call Children's Services, but we will also report.) Will you call Children's Services?**

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**If the alleged abuse is current, you need to take steps to keep the child safe while making a report to the authorities.) Can you keep the child away from the perpetrator while a report is made to Children's Services?**

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**How can I help you now?**

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