

Safe Environment Concern Intake Form

Date of Telephone Call *REQUIRED

Time of Telephone Call *REQUIRED

First and Last Name of Staff Person Taking Information *REQUIRED

First and Last Name of Caller *REQUIRED

Relationship of Caller to Alleged Victim *REQUIRED

Caller Address *REQUIRED

Caller Phone Number *REQUIRED

First and Last Name of Alleged Victim *REQUIRED

Alleged Victim Address *REQUIRED

Alleged Victim Phone Number *REQUIRED

When did the alleged incident occur (year)? *REQUIRED

How old was the alleged victim at the time of the incident? *REQUIRED

**If the adult alleged victim is over the age of 18, did he/she habitually lack the use of reason?
*REQUIRED**

Please provide details of the alleged incident. *REQUIRED

Person involved in the alleged incident *REQUIRED

Location of alleged incident *REQUIRED

Alleged Victim's Parish *REQUIRED

Alleged Perpetrator's Parish *REQUIRED

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

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

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? *REQUIRED

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? *REQUIRED

How can I help you now? *REQUIRED