



Complaints and allegations record form

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

Staff name and position officiating this report	
Name of the child or young person involved	
Name of person making complaint	
Name of person who the complaint was made against	

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 QLD 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?

- ☐ Birdsville Race Club Staff (name the relevant person)
- ☐ Birdsville Races Security
- ☐ Birdsville Police
- ☐ QLD Police
- ☐ Child Safety Services or 1800 177 135
- ☐ 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, Child Safety Services staff, and anyone else you spoke to).

Date of complaint recorded:

What happens next:

This report will be assessed by the Birdsville Race Club's Child Safety Officer and, where required by law, referred to the Queensland Police Service and/or other relevant statutory authorities for investigation and further action.

Child Safeguard Helplines:

Child Safety Services **1800 177 135**

Australian Childhood Foundation **1300 381 581**