

Tool

## Safe Church Policy – Breach Report

C/2.1.**14** 

### When to use this form

To record breaches of the Safe Church Policy. Complete this form and retain a copy of this form for your records, making sure to add the information to the <u>Safe Church Breach Register</u>. For information and support, contact the Safe Church Assurance and Support Officer at the Synod office on 07 3377 9833 or <u>safechurch@ucaqld.com.au</u>.

Details about the person/s
Name/s of the person or people involved in the breach:
Details about the breach
Description of the breach:
Date the breach occurred:
Time the breach occurred: AM / PM
Location where breach occurred (if applicable):

## Actions taken in response to the breach

Immediate action taken:

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED.

# Safe Church Policy Breach Report If no action taken - reason: **Reporting responsibility** Name of person/s the breach was reported to: Please ensure that the information in this report is added to the Safe Church Breach Register. **Your details** Name of person completing form: Contact telephone number:

Signature:

Date:

Time: AM / PM

## **Revisions**

Document number		C/2.1.14			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
2.0	16.01.2024	Strategic Risk Manager	16.01.2024	Strategic Risk Manager	Safe Church Assurance and Support Officer
Next scheduled review		29.07.2027			

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED.