Member Protection Policy
Confidential Record of Child Abuse Allegation

Form: MPP02

This form is to be used by a Member Protection Information Officer (MPIO) on receipt of a formal child abuse complaint. Ensure the procedures outlined in the KA's Member Protection Policy (Part C Appendix 4) have been followed before completing this form.

1. MPIO DETAILS

Full Name:		Date Complaint Received:	/ /

2. COMPLAINANT DETAILS (if not the child)

KA Member / Licence Number (if applicable):					
Name:					
Address:					
Suburb:		State:		Postcode:	
Phone:		Mobile:			
Email:					
Nature of relationship with child allegedly abused?					

3. PARENT/GUARDIAN DETAILS (if not the complainant)

KA Member / Licence Number (if applicable):					
Name:					
Address:					
Suburb:		State:		Postcode:	
Phone:		Mobile:			
Email:					

4. CHILD'S DETAILS

KA Member / Licence Number (if applicable):					
Name:					
Address:					
Suburb:		State:		Postcode:	
Phone:		Mobile:			
Email:					

Child's role / status in motor sport when incident occurred?
(please check relevant box/es)

- ☐ Administrator (volunteer)
- ☐ Employee
- ☐ Parent
- ☐ Competitor
- ☐ Official
- ☐ Other (please specify)
- ☐ Crew member
- ☐ Spectator

5. DETAILS OF THE COMPLAINT

Location and date of alleged incident:		/ /
Name of person/s complained about:		

Role of person complained about: (please check relevant box/es)

- ☐ Administrator (volunteer)
- ☐ Competitor
- ☐ Employee
- ☐ Parent
- ☐ Crew member
- ☐ Official
- ☐ Spectator
- ☐ Other (please specify)

Please give a brief outline of the alleged incident:

(use back of form if not enough room)

Witnesses:

(use back of form if not enough room)

Name (1)		Contact Number:	
Name (2)		Contact Number:	
Name (3)		Contact Number:	

Outline any interim action taken to ensure child's safety and/or to support needs of person complained about:

Findings of Police and/or Government agency investigation:

(if applicable)

Complainant Signature: (if not the child)	
Parent/Guardian Signature: (if not the complainant)	
MPIO Signature:	

NOTE: This record is to be sent to KA's Chief Executive Officer. Any notes must be kept in a confidential place and provided to the relevant authorities (Police and Government) should they require them.