

Appendix I - Confidential Notice of Concern - Ministry with Children & Youth

Individual(s) of Concern: _____

Date of occurrence: _____

Time of occurrence: _____

Type of Concern:

- Inappropriate behavior with a child or youth
- Policy violation with a child or youth
- Possible risk of abuse
- Other concern: _____

In responding to the following, attach additional sheets of paper as needed.

Describe the situation: What happened, where it happened, when it happened, who was involved, who was present, who was notified?

If reported to the State, what was their recommendation about investigating?

Has this situation ever occurred previously?

What action was taken? How was the situation handled, who was involved, who was questioned, were police called?

What is the follow-up plan? Does anyone else need to be notified? Will the situation need monitoring?

Would you like someone to call you to discuss this situation? Yes No Submitted

by: (Please print) _____

Telephone numbers (home, work, cell): _____

Location and address: _____

Signature: X _____ Date _____

Once completed, please fax to the confidential fax line 515-277-0106.