

**RESPONDING PASTORALLY AND REPORTING  
ACCORDING TO CIVIL AND CANON LAW**

**GUIDANCE FOR INDICATOR R1**

**R1.A Template 3:  
Safeguarding Report Form to An Garda Síochána**

This form must be stored securely and in line with NBSCCCI guidance on retention of records.

**1. Disclosure Details**

Date Disclosure/Concern received	
Person making the disclosure	Victim <input type="checkbox"/> Third Party <input type="checkbox"/>
Information Received	Phone/Letter/Email/ In person
Category of Abuse	

**2. Details of Alleged Perpetrator**

Name:		Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other
Address:		DOB		Age	
Contact Number		Position in Church/Order			
Deceased	Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>	If yes, is Death Certificate available: Yes <input type="checkbox"/> No <input type="checkbox"/> Death Certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/>			

**3. Details of Concern/Allegation**

Date(s):		Time:	
Location:			
Frequency:			
Details of the disclosure/allegation			
Current contact with children:			
Additional Information			

**4a. Details of Victim**

Name:		Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other
Address:		DOB		Age	
Contact Number					

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**4b. If third party disclosure, please provide details below of person making the disclosure**

Name:	
Address:	
Contact Number	

**5. Measures Implemented**

Has the victim been notified of this disclosure:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
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Action Taken:	
Referred to TUSLA:	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Date referred:
Next Steps:	

**7. Sign Off**

Person Completing Form		Date	
Tel/Mobile		Email	
Position in Church/Order			
Date Form sent to GNPSB			

For submission to email: [gnpsb\\_scmu@garda.ie](mailto:gnpsb_scmu@garda.ie)

Please attach any additional documents