

**CONFIDENTIAL NOTICE OF CONCERN
CALVARY LUTHERAN CHURCH**

Individual(s) of Concern: _____

Date of Observation/Occurrence: _____

Time of Observation/Occurrence: _____

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

Describe what you observed/the situation: (Answer all that apply.)

- What happened? _____

- Where did it happen? _____

- Who was involved? _____

- Who was present? _____

- What action was taken at the time? _____

- Was this reported to anyone else? _____

Have you ever observed this before or has this situation occurred previously? (If yes, explain.) _____

Optional: (Please print.)

Submitted by: _____

Address: _____

Telephone: _____

Signature: _____ Date: _____

Reviewed by: _____

For administrative purposes only:

What follow-up action was taken?

- Report filed and situation monitored
- Talked with individual(s) reported
- Questioned others involved
- Followed up with reporter
- Reported incident to the following people:

Date _____

Date _____

Date _____

Date _____

Date _____

What is the follow-up plan? _____
