

# Child Safeguarding Complaint Form for Initial Point of Contact



St Paul's  
College

VMCH

## Complainant contact details

Name:

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Address:

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Telephone:

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Email:

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## Complainant category

- Parent/guardian/carer       Staff member/volunteer       Family member/relative  
 Student       Other

## Complaint details

Name of school:

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Type of complaint:

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Brief description of the issue:

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Has the complainant attempted to resolve the issue at the school?

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## Confirm if the matter is to be lodged as a complaint:

*Refer the complainant to the Child Safe Compliance Officer [anne.healey@vmch.com.au](mailto:anne.healey@vmch.com.au)*

*Where parents/guardians/carers lodge a complaint the Child Safe Compliance Officer will advise the complainant that the matter will be referred to the relevant staff member (Deputy Principal and/or the College Principal).*

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Action:

- Referral to St Paul's College Deputy Principal  
 Referral to St Paul's College Principal  
 Other \_\_\_\_\_

Name of staff member:

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Date:

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*TH May (MO 1395) 2022 - Review July 2023*

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