



Diocese of Fort Worth

The completed report should be submitted to the following:

- Rev. Msgr. E. James Hart, Chancellor and Moderator of the Curia, 817.560.3300
- Pastor of the local Catholic parish; **or** in the case of a Catholic school, the principal of the school and Jennifer Pelletier JPelletier@fwdioc.org, Superintendent of Catholic Schools
- Sandra Schrader-Farry, Director of Safe Environment, 817-945-9334 SSchrader@fwdioc.org
The Catholic Center, Diocese of Fort Worth, 800 West Loop 820 South, Fort Worth, TX 76108

This form may also be found and can be submitted online at:
<https://form.iotform.com/201336345444147>

Confidential Notice of Concern*

This Notice is used to report actual or suspected child sexual abuse, physical abuse, neglect, bullying, harassment, etc. It is not meant to be used for general complaints about someone's philosophies, mindset or general attitude. If your concern is not regarding one of the specified categories, please direct your concern to your parish, school, the Chancery or the appropriate office.

Type of Concern:

- Sexual abuse Physical abuse Neglect Bullying Harassment Threats
- Mental/Emotional abuse Sex Trafficking Other (please be specific): _____

Victim(s):

Please enter as much information as you know about the victim.

Name of victim: _____ Male/Female: _____ Date of birth or Age: _____

Victim's address: _____

Victim's school: _____ Grade: _____ Relationship of victim to abuser: _____

Does victim have special needs? _____

Additional victim(s) or possible victims: _____

Name(s) of victim's parents/custodians: _____

Other household members: _____

Incident/Allegation Information:

Date & time of incident/abuse: _____ Place of incident/abuse: _____

Please describe the circumstances of the abuse: *Use additional pages if necessary.*

- What happened (If describing what you observed, describe as factually as possible. If based on victim's disclosure, please use the victim's words where possible to relate what happened)?
- Who was involved & who was present?
- If the victim is a child, are the child's parents aware of the concern?
- Are there physical signs of abuse (e.g. bruises, injuries, etc.)?
- Do you know if the victim has been examined by a medical professional?

Did you take any action or speak with the victim about what happened?

Are you aware of similar or past incidents involving the victim or the alleged perpetrator? No Yes

If yes, please explain: _____

Was the past incident(s) reported to authorities? _____

Are you aware of a follow-up plan for the safety of the victim? Does anyone else need to be notified?

Mandated Reporting Laws in Texas:

Pursuant to Chapter 261 of the Texas Family Code, ANY person who has cause to believe that a child has been or may be abused or neglected must make a report to Child Protective Services (CPS) or to any state or local law enforcement agency. **Texas Abuse Hotline: 1-800-252-5400**

Has this concern been reported to Child Protective Services (CPS)? No Yes

If yes, date and time of report: _____ Report #: _____

Has this concern been reported to a law enforcement agency? No Yes

If yes, date of report: _____ Name of Agency and Report #: _____

Reporter Information:

Name of reporting party: _____ Title: _____

Contact/telephone #: _____ Address: _____

Signature of reporter _____ Date: _____

Other witnesses (include anybody who may have knowledge or information about the incident):

Name: _____ Title: _____

Contact/telephone #: _____ Address: _____

Name: _____ Title: _____

Contact/telephone #: _____ Address: _____

*This notice may be shared with other departments or agencies for the limited purpose of conducting an investigation or to fulfill other requirements of the law.