

This form is designed to document incidents involving unwelcome behavior or harm in a detailed, factual, and organized manner. It ensures clarity and consistency in reporting, supporting fair and appropriate responses to incidents. Below are guidelines for completing and using this form effectively:

- To provide a structured approach for documenting incidents of misconduct, harassment, or harm.
 - To support the safety, confidentiality, and well-being of all involved parties.
 - To facilitate appropriate follow-up actions and compliance with reporting obligations.
 - Follow local and diocesan laws and policies
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How to Use the Form

1. **Basic Information:**
 - Begin by entering the date, time, and location of the incident. This sets the context for the report.
2. **Identify People Involved:**
 - Accurately record the names and roles of all parties involved, including witnesses. Use additional documentation if needed.
3. **Describe the Incident:**
 - Provide a factual, detailed description of what occurred, avoiding subjective opinions. Include specifics about who, where, when, and how the incident happened.
4. **Attach Supporting Evidence:**
 - Include any relevant materials, such as emails or text messages, to substantiate the report.
5. **Consider Mandated Reporting:**
 - If you are a mandated reporter, follow legal requirements by contacting the appropriate agency and documenting the case number.
6. **List Actions Taken:**
 - Record steps already taken to address the situation, such as conversations or other interventions.
7. **Provide Additional Details:**
 - Use this section for contextual information that might assist in understanding the incident fully.
8. **Share Contact Information:**
 - Offer your contact details for follow-up and specify preferences for communication.
9. **Address Confidentiality:**
 - Acknowledge where the report will be submitted and the steps taken to maintain confidentiality.

Basic Information

Date of Incident: _____

Time of Incident: _____

Place of Incident: _____

People Involved

Person(s) Affected: _____

Person(s) Alleged to Have Misbehaved: _____

Witness(es): _____

Other Involved Parties: _____

Detailed Description of Incident

- **Who, Where, When, How:** Describe who did what to whom, where it happened, and how you learned about it. Provide factual details and avoid personal opinions.

- **What Happened:** Provide a clear and objective account of the incident and its impact on you or the person you observed being harmed. Include any patterns or previous incidents if relevant.

Supporting Documentation

Attach additional documentation if needed. Examples could include emails, text messages, voice messages, or other communications related to the incident.

Ages of Individuals Involved

Age(s) of Person(s) Affected: _____

Age(s) of Person(s) Alleged to Have Misbehaved: _____

Awareness of Report

Is the person who was harmed aware you are filling out this form? Yes/No

Is the person alleged to have misbehaved aware you are filling out this form? Yes/No

Mandated Reporting

Are you a mandated reporter? Yes/No

- If yes, what agency did you report to? _____
- Case Number (if available): _____

Actions Taken

Steps Already Taken:

- Conversations (spoken or written):

- Other actions: _____

Additional Information

Include any other details that help develop a fuller picture of the situation:

Contact Information

Your Name: _____

Preferred Contact Method (email/phone): _____

Best Time to Contact: _____

Preferred Follow-Up Contact (e.g., female identifying, Spanish speaking): _____

Confidentiality

Who is going to see this form next? How confidential is this form? _____

This form is going directly to: _____

Efforts will be made to maintain confidentiality. If witnesses or involved parties need to be contacted, the intake coordinator will strive to do so without naming you.

Instructions for Intake Coordinators

1. If this form comes in via email:
 - Stop, breathe, and pray.
 - If clergy are involved, contact the bishop's office (Canon to the Ordinary or Intake Officer).
 - If minors are involved, discern who needs to contact which agency and what to report.
 - If adult laypeople are involved, discern options for mediation or reconciliation. Contact the clergy in charge of the congregation.
 2. If someone discloses in person:
 - Breathe and stay calm.
 - Meet in an open, visible space or with a second, trusted adult present.
 - Listen without judgment or leading questions.
 - Ask them what they would like the next steps to be, giving examples (mediation, disciplinary action).
 - Be familiar with local policies and state laws.
 - If a minor is involved, discern when and how to bring their parent(s)/guardian(s) into the conversation.
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Once completed, please send this Notice of Concern to the Diocesan contacts below:

The Rev. Cn. Stephanie Allen
Canon for Leadership and Development
<mailto:slallen@diocese-eastcarolina.org>
Office: 252-522-0885 ext.227
Mobile: 919-744-1663

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<mailto:aprilrc@diocese-eastcarolina.org>
Office: 252-522-0885 Ext. 233