The following notice of concern allows individuals to report inappropriate behavior or policy violations to the Episcopal Diocese of Louisiana. Reports of abuse or neglect should be made to law enforcement (911), local law enforcement nonemergency phone number or the Department of Children and Family Services (855-452-5437) as described in the reporting procedures of the Diocese. Making a report of abuse or neglect to anyone other than these authorities will not fulfill the legal obligations of mandatory reporters. If you have questions about incidents or reporting procedures please contact the Rev. Canon Shannon Manning at smanning@edola.org or 504-895-6634 ext. 205. The Diocese will cooperate fully with an investigation by law enforcement authorities and with other legal processes.

Who is the complaint about? _____________________________________________

Date of occurrence ____________________________________________________

Congregation/school/ institution: ________________________________________

City _______________________

Nature of Concern: ____________________________________________________

Inappropriate behavior with a child or youth (please describe the behavior)
____________________________________________________________________
____________________________________________________________________

Policy violation with a child or youth: ____Yes ____ No

Reason to believe abuse occurred/is occurring: ____Yes ____ No

____Other ____________________________________________________________

Describe the situation:

What happened? ______________________________________________________
____________________________________________________________________
Where did it happen? ____________________________________________

Who else was present? __________________________________________

Has it ever happened before? ______________________________________

Was it reported to the authorities? ___Yes ___No

If reported, to whom: ______________________________________________

Please attach a copy of the written report if a written report to DCFS was made.

What action, if any, was or is being taken? __________________________

__________________________

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Follow-up:

Does anyone else need to be notified? Who? __________________________

__________________________

Would you like someone to call you to discuss the situation? ___Yes ___No

Name: ________________________ Telephone: ________________________

Address: ____________________________

Email: ____________________________

Signature: ___________________________ Date __________________________