

**CONFIDENTIAL NOTICE OF CONCERN**

All adults, whether supervising or participating in activities involving minors or vulnerable adults, are required to read and sign a Code of Conduct for the safety of all.

Occasionally, an individual observes **behavior that crosses the line of appropriate conduct as interpreted by the Code of Conduct and/or reasonable safety factors.** Whenever possible, a person observing inappropriate conduct should get help from a supervisor immediately so the problem can be addressed promptly. If the situation is so worrisome or if the intervention does not provide satisfactory assurance that the problem has been adequately addressed, further steps should be taken. **Ignoring a problem leaves individuals at risk.** We always recommend that an individual seek appropriate intervention at the most direct level and continue up the supervisory channels if necessary to guarantee a safe resolution.

This form may be filled out by any of the following:

- an individual who observes a worrisome behavior that possibly impacts the safety of a minor or vulnerable adult
- a supervisor with whom a concern has been shared
- a representative at the diocese (e.g. Youth Ministry, Faith Formation, Safe Environment) who has been contacted by someone with a concern

The information in this form may be used by diocesan personnel to help clarify policy for individuals at a particular location or to determine if a behavior or pattern of behaviors needs further intervention.

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Date of occurrence: \_\_\_\_\_ Time of occurrence: \_\_\_\_\_

**Type of Concern(s):**

\_\_\_\_\_ Known or suspected abuse—**MUST BE REPORTED TO LEGAL AUTHORITIES IMMEDIATELY,** and then Form H should be completed and submitted.

- Has this been reported to KAH at 1-800-752-6200 and/or police? \_\_\_ yes \_\_\_ no
- If yes, Report #: \_\_\_\_\_ Date of report/ Time: \_\_\_\_\_

- \_\_\_\_\_ Harassment
- \_\_\_\_\_ Exploitation
- \_\_\_\_\_ Adult Code of Conduct violation or policy violation involving a minor or vulnerable adult
- \_\_\_\_\_ Youth Code of Conduct violation (causing safety concerns) that is deliberately ignored by supervisory adult
- \_\_\_\_\_ Illegal behavior that involves minor, vulnerable adult, young adult under age 21, or others (e.g. providing alcohol to anyone under 21)
- \_\_\_\_\_ Other behavior that negatively impacts minor/vulnerable adult while not at Church-/school-sponsored event

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Please keep a confidential copy on file and send form to the: Office of Safe Environment, CPC  
600 Locust Street  
Owensboro, KY 42301

Questions? Contact Office of Safe Environment by email or phone (270-683-1545). Thank you.