

Elizabeth Doyle

From: Carmen Marcic [carmen.marcic@ccer.catholic.org.au]
Sent: Tuesday, 25 March 2003 10:51 AM
To: chancery@mn.catholic.org.au
Subject: Initial Notification Form - Fr James Fletcher

Dear Elizabeth

As discussed, please find attached form for the Bishop to sign at point 7 on the first page and then to be faxed back to this office on 9267 4559.

Thank you.

Regards
Carmen

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**CHILD PROTECTION INFORMATION DETAILS
 OMBUDSMAN ACT 1974
STRICTLY PRIVATE & CONFIDENTIAL**

SECTION A - To be completed by the Manager of Service

1. SUBJECT OF ALLEGATION/POSSIBLE ALLEGATION

Full Name James Patrick Fletcher Birth Date 20/11/41
 Position Parish Priest

2. CHILD/YOUNG PERSON

Full Name AM Birth Date _____
 Student Registration Number _____

3. FULL NAME of SERVICE Diocese of Maitland-Newcastle

4. ALLEGATION MADE BY AM (father) Date Approx May 2002

4. NATURE OF ALLEGATION (including date, place and substance of allegation) AM went to bed clothed and woke up naked (one incident) The alleged incident took place at the Presbytery at Branxton in 1994

5. CONTACT DETAILS

MANAGER OF SERVICE	CONTACT PERSON
Name Most Rev Michael Malone (Bishop)	Name Most Rev Michael Malone (Bishop)
Tel (02) 4979 1100	Tel
Fax (02) 4979 1119	Fax
E-mail chancery@mn.catholic.org.au	E-mail

7. ACTION TAKEN (please tick all relevant boxes)

Notified Director/Chief Executive Officer Notified Department of Community Services
 Other Action - please specify Police investigating matter

Name MICHAEL JOHN MALONE Position BISHOP
 Signature [Signature] Date 25.3.03

**NOTE: It is important that you fax this Document toat theOffice
 [Fax No (02)] within 24 Hours of receiving the Allegation**

SECTION B - To be completed by Head Office (eg Director, Chief Executive Officer or Delegate)

1. INITIAL RISK ASSESSMENT (please tick relevant box)
- Unsure/Not Notifiable and no identifiable risk to children
 - Notifiable to Ombudsman but no identifiable risk to children
 - Notifiable to Ombudsman and possible risk to children
 - Higher level risk - withdrawal from worksite

2. DETAILS AT HEAD OFFICE

Contact Person _____ Contact Number _____
 Signed _____ Date _____

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Section C**1. Reasons for initial risk assessment**

(Consider: nature and seriousness of allegation(s); vulnerability of child(ren); nature of employee's position and level of supervision; employee's disciplinary history; employee's safety or particular vulnerability; potential risks to proper conduct of the investigation.)

(a) Initial risk assessment re. appropriateness of employee remaining in workplace pending enquiries (provide reasons for risk assessment)

Fr Fletcher has been removed from workplace – charges pending.

(b) If the employee is to remain in the workplace pending enquiries, are additional supports required? If so, indicate how these will be provided?**(c) Action to be taken to ensure the wellbeing of the child(ren) during the investigation of the allegation**

AM is an adult and counselling has been offered and is being received from an external agency.

2. Draft Investigation Plan (continue on additional page if necessary)**(a) Factual particulars of the allegation (what is alleged?)**

To be advised

(b) Investigation objectives (what needs to be clarified / established?)

No draft investigation plan until police complete their investigation and advise the Bishop he may commence inquiries.

(c) Seek documentation regarding the making of the allegation (from whom?)**(d) Who should be interviewed? (identify witnesses; seek appropriate consents; consider carefully interviews with children and ensure proper support if interviewed)****(e) Possible timeframe for the conduct of interviews / gathering of information**

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MESSAGE CONFIRMATION

25/03/2003 13:57

ID=CHANCERY MAITLAND-NEWCASTLE

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