



Confidential Notice of Concern

This Notice of Concern allows individuals to report inappropriate behavior or policy violations to the Episcopal Diocese of East Tennessee. **Reports of abuse or neglect should be made to local law enforcement (911), the local law enforcement non-emergency number (usually 311), or the TN Department of Children and Family Services (1-877, 237, 0004)** 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. The Diocese will cooperate fully with an investigation by law enforcement authorities and with other legal processes.

Individuals(s) of Concern: _____

Date of Occurrence: ___/___/_____

Time of Occurrence: _____

Type of Concern:

- Inappropriate behavior with: child / youth / adult (please circle one)
- Policy violation with: child / youth / adult (please circle one)
- Possible risk of abuse with: child / youth / adult (please circle one)
- Other: _____

Describe the situation: What happened, where did it happen, when did it happen, who was involved, who was present, who was notified? If reported to the State, what was their recommendation about investigating? Attach additional sheets, if needed.

Has the situation occurred previously? Attach additional sheets, if needed.

What action was taken? How was the situation handled, who was involved, who was questioned, were the police called? Attach additional sheets, if needed.

What is the follow-up plan? Does anyone else need to be notified? Will the situation need monitoring? Would you like someone to call you to discuss the situation? Attach additional sheets, if needed.

Submitted by (please print): _____

Phone Number: _____

Home Address: _____

Parish, City, State: _____

Signature: _____

Date: ____/____/____

Please mail this document to:
Diocese of East Tennessee
c/o Intake Officer
814 Episcopal School Way
Knoxville, TN 37932

Reviewed By (For Office Use Only): _____