

A guide to making your submission

What is a submission?

You can choose to share your experience of child sexual abuse in school prior to the year 2000 with the Forum by sending a written or creative submission. Your submission can be any length and format such as:

- written letter;
- voice recording;
- video recording;
- an artwork;
- song;
- poem; or
- another format of your choice.

What do I need to consider when preparing my submission?

When preparing your submission, you might like to think about the following:

- What is your experience of child sexual abuse in a Victorian government school or certain non-government school prior to the year 2000?
- How has the abuse affected your life and the life of your family, friends and other support people?

Creative submission cover sheet

If you choose to make a creative submission, you will need to complete and include the creative submission cover sheet which can be found on the [Resources page](#) on our website. The cover sheet provides additional information to assist the Forum to understand your creative submission.

Participant consent form

In addition to your submission and cover sheet (if applicable), you will need to complete and include our participant consent form found on the [Resources](#)

page on our website. This includes telling us how you choose to share your information with the Forum, whether it be confidential, anonymous or public.

How can I share information in my submission with the Forum?

How you share your information with the Forum is entirely your choice. You can share information with the Forum on the basis it is:

- **Confidential** – You can request to provide some or all of your information in the submission confidentially. While your information will generally inform the Forum’s work, the Forum will not publish or quote the confidential information you provide (including in its report or on its website). The Forum may still be required to disclose confidential information it is required to do so by law.
- **Anonymous** – You can request to provide the information in your submission anonymously or by using a pseudonym (a made-up name). The Forum will keep a record of your identity, but it will not name or identify you as being the source of any information that it decides to make public (including in its report and on its website).
- **Public** – You can choose to make the information you provide in your submission public. This means the Forum may publish information in its report or on its website, including your name and other identifying information.

For more information, please see the Providing Information to the Forum document on our website on the Resources page.

Where do I send my submission?

All submissions can be sent to the Forum by email or post.

- **Email:** contact@truthandrecognition.vic.gov.au
- **Post:** PO Box 256, Collins Street West, VIC 8007

What happens when I send a submission to the Forum?

When the Forum receives your submission, it will be reviewed by Angela Connors, Chair of the Forum, and Forum staff members. The contents of your submission will inform the Forum’s work, including its report.

Contact us

If you have any questions about making a submission to the Forum please contact us via phone on 1800 967 933 (free call) or by email at contact@truthandrecognition.vic.gov.au.

For more information about the Forum, please visit our website: www.truthandrecognition.vic.gov.au.