

Writing Statements

How do I prepare a statement to give to the Royal Commission?

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the Royal Commission

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Some of the ways that you can tell your story to the Royal Commission into Institutional Responses to Child Sexual Abuse include:

- talking to an officer from the Royal Commission over the phone and asking them to write down your story or
- writing a personal statement, which you could send to the Royal Commission or read out at your private session

If you would like some more help with a statement to the Royal Commission, contact knowmore.

What is a written statement?

A written statement is a document that records your personal story.

You could type a written statement and then send it to the Royal Commission by email or in the post.

You could also handwrite your story and post it to the Royal Commission.

You may prefer to have someone write your statement for you. After they have written it, you can check it to make sure it is correct.

Writing a statement may bring up difficult memories for you. It is important that you are supported throughout this process. Contact **knowmore** if you would like support as you write your statement.

What can I include in my statement?

Your statement is a chance for you to tell your story to the Royal Commission. It can include the details you think are important.

It might include:

- what happened to you
- how an institution responded to your complaint
- what impact the abuse has had on your life and health
- what difficulties you have experienced in claiming compensation and
- what changes and reforms you think are needed.

You also might have other documents that you want to attach to your statement.

You can choose what information, details and documents are important to include in your statement.

How do I structure my statement?

It is important that your statement is clear and arranged in some way so that the Royal Commission can understand your experience and hear your story.

The Royal Commission has released a guide setting out a number of questions for people giving information to the Royal Commission.

You can get a copy from the Royal Commission's website, which is at www.childabuseroyalcommission.gov.au, or you can contact **knowmore** to get a copy.

You don't have to use the guide to write your written statement. You might only want to answer some of the questions in the guide - that is okay.

You can write your statement in a different way if you prefer. You may want to tell your story in time order or group certain pieces of information together.

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How do I start writing my statement?

Using the Royal Commission's Guide Questions

If you are having difficulty starting your written statement, it might be helpful to start by answering some of the Royal Commission's guide questions.

Getting started

You might find it easier to start your statement by thinking about the key things that you want the Royal Commission to know and writing them down.

Remembering specific dates and institutions might be hard, so if you are unsure about these, you can give an approximate date. You can also start your statement by writing when events happened. You could then write your statement by expanding on each of the events that you have listed.

Important things to include

In preparing your statement, you may want to include the following:

- A summary at the top of your statement that sets out in a few sentences what happened to you.
- A list of when things happened to you, where they happened and what happened – this is called a “chronology”.
- Your contact details, so that the Royal Commission can contact you for more information.
- A sentence if you would like your statement to be kept confidential and not published.
- A list of any attachments or other documents that you are including with your written statement.

Headings

It may be helpful for you to use headings in your statement. You could use: “contact details”, “background information”, “type of abuse”, “institutional responses”, “compensation” and “suggested reforms”.

If you need any help, contact **knowmore**.

Where do I send my written statement?

When you have finished your written statement, you can send it to the Royal Commission by post or by email.

The email address for the Royal Commission is statements@childabuseroyalcommission.gov.au and the postal address is GPO Box 5283, Sydney NSW 2001.

I'd rather tell my story over the phone – is this okay?

Yes. Before you tell your story to a Royal Commission officer over the phone, you will need to register your interest in talking with the Royal Commission.

You can register your interest by calling 1800 099 340 or by emailing contact@childabuseroyalcommission.gov.au

Contact knowmore

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