

Child Safety Incident Report

Someone experiences or observes an incident of concern related to child abuse Staff – fill in this form Student - staff member Parent/Visitor - staff and lodge with the sends student to Student member directs parents to Student Wellbeing Wellbeing Coordinator or website and informs them Coordinator or the Principal. Confirm with to send the completed Principal of the College email. Student is supported form to the Principal **AND** follow mandatory in making report procedures if applicable

The Child Safe Standards require organisations that provide services for children to have processes for responding to and reporting suspected child abuse.

If you believe a child is at immediate risk of abuse phone 000.

All incident reports must be stored securely in a sealed envelope marked 'Student Wellbeing Coordinator/Principal Only' in the student's official enrolment folder at the General Office. The Student Wellbeing Coordinator/Principal are responsible for overseeing overall compliance of the reporting process and all Child Safe matters at the school.

Incident details:

Date of Incident:	
Time of Incident:	
Location of Incident:	
Name(s) of child/ren involved:	
Name(s) of staff/volunteer involved	

Do any of the children identify as Aboriginal or Torres Strait Islander?

	Tick below
No	
Yes, Aboriginal	
Yes, Torres Strait Islander	

Please categorise the incident:

	Tick below
Physical violence	
Sexual offence	
Serious emotional or psychological abuse	
Serious neglect	
Adult not following Child Safe Code of Conduct	

Please describe the inc	cident:				
Who was involved?					
)					
What did you see?					
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Other information? (Other witnesses etc)					
,					
Office use:					
Date incident report re	eceived:	1-			
Staff member managing incident:					
Follow-up date:					
Has the incident been i	reported t	to?			
				Circle:	Complete:
Child Protection				Yes / No	Date:
Police			Yes / No	Date:	
Another third party (please specify():		Yes / No	Who?		
A notifier time party (piedse speeliy().		100 / 110	***************************************		
Incident reporter wishes to remain anonymous?					
Yes/No?					
Reporter's name:					
Reporter's Phone nun	nher				
Troportor 3 i none nun					
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