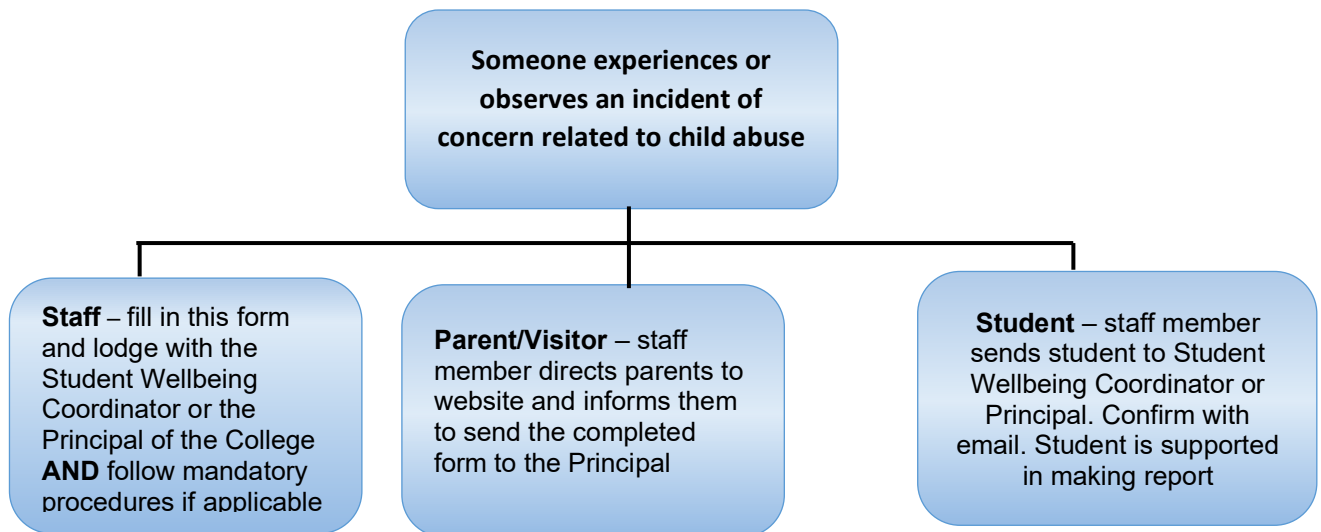


Child Safety Incident Report



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 incident:

Who was involved?	
What did you see?	
Other information? (Other witnesses etc)	

Office use:

Date incident report received:	
Staff member managing incident:	
Follow-up date:	

Has the incident been reported to?

	Circle:	Complete:
Child Protection	Yes / No	Date:
Police	Yes / No	Date:
Another third party (please specify()):	Yes / No	Who?

Incident reporter wishes to remain anonymous?

Yes/No?	
Reporter's name:	
Reporter's Phone number:	