Incident Report

The child safe standards require organisations that provide services for children to have processes for responding to and reporting suspected child abuse1. You can provide this resource to a child or their family if they disclose an allegation of abuse or safety concern in your organisation (they may need your help to complete it). Your staff can also use this resource to record disclosures or concerns.

Child Safety concerns take many forms and may be through direct disclosure, observation or information received from others. Disclosures include:
If a child discloses an incident of abuse to you.
If a parent/carer says their child has been abused in your organisation or raises a concern.
Your own observations.

The Child Safety Officer, or their nominee, will notify the child's family, and investigate the alleged incident as quickly as possible (allowable by law).

All incident reports must be stored securely.

If anyone is in immediate danger staff should report immediately to Victoria Police on 000.

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[1] The child safe standards aim to protect children from abuse in organisations, including physical violence, sexual offences, serious emotional or psychological abuse and serious neglect. For further explanation of the different types of child abuse, please see Child Safe Standards

Incident Report
Child Safety

1   Responding to the Emergency

Did the child require First Aid? Provide details if "yes".	
Who administered this? **(Name and Title)**	
Did the child require further immediate medical assistance?	
Current location and safety status: *(e.g. Are all impacted students safe and not in any immediate danger? If a child is in immediate danger, school staff should report immediately to Police on 000)*	

2   Name of Person(s) Completing This Form

Name:	
Contact details:	
Relationship to child(ren):	

Incident Report
Child Safety

Name:	
Contact details:	
Relationship to child(ren):	

3 Staff Member Leading the Response

Name:	
Role:	
Location:	
Relationship to child/ren	

4 Incident Details

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

5 Incident Category

Physical abuse	
Sexual abuse	
Sexual exploitation	
Grooming	
Emotional or psychological abuse	
Neglect	
Exposure to family violence	
Peer to peer event	
Code of Conduct and/or Policy Breach	

Incident Response Form V 2023.0   Effective Date: 8 Mar 2023
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6   Incident Description

When did it take place?	
Who was involved?	
What did you see?	
Protective action taken?	
Other information	

7   Child/ren Details

First Name:		Family Name:	
DOB:		Sex:	
Address:			
Suburb:		State:	Postcode:
Does the child identify as (✓ relevant response):	CaLD ☐	Aboriginal or Torres Strait Islander ☐	Having a disability ☐

First Name:		Family Name:	
DOB:		Sex:	
Address:			
Suburb:		State:	Postcode:
Does the child identify as (✓ relevant response):	CaLD ☐	Aboriginal or Torres Strait Islander ☐	Having a disability ☐

First Name:		Family Name:	
DOB:		Sex:	
Address:			
Suburb:		State:	Postcode:
Does the child identify as (✓ relevant response):	CaLD ☐	Aboriginal or Torres Strait Islander ☐	Having a disability ☐

(add additional pages if more children involved)

8   Adult/s Details

Name of staff/volunteer/contractor involved in the incident: ☐N/A

First Name:		Family Name:	
Position:		Department/ Team:	
Email:		Phone (direct):	
Date:		Time:	

First Name:		Family Name:	
Position:		Department/ Team:	
Email:		Phone (direct):	
Date:		Time:	

First Name:		Family Name:	
Position:		Department/ Team:	
Email:		Phone (direct):	
Date:		Time:	

Name(s) of parent/ guardian of child(ren) involved in the incident: ☐N/A

First Name:		Family Name:	
DOB:		Sex:	
Address:			
Suburb:	State:	Postcode:	

Incident Report
Child Safety

Does the child identify as (✓ relevant response):	CaLD	☐	Aboriginal or Torres Strait Islander	☐	Having a disability	☐

First Name:		Family Name:	
DOB:		Sex:	
Address:			
Suburb:		State:		Postcode:	
Does the child identify as (✓ relevant response):	CaLD	☐	Aboriginal or Torres Strait Islander	☐	Having a disability	☐

9   Reporter's Details

Name:	
Contact details:	
Relationship to child/ren:	

10   Incident Reporter Wishes to Remain Anonymous?

(Mark with an 'X' as applicable)

☐ ☐

11   Action Taken

Has the Incident been reported externally?   ☐YES   ☐ N/A

External Agency	Contact name	Date	Time	Agency Reference Number
Child Protection (1300 655 795 or after hours 13 12 78)				
Police (000)				
Other Regulatory Body (please specify e.g. Dept. of Education, CCYP etc)				

Report Details:				

Notification Required:	Yes		No	

Rationale:	Outcome (if/ when known):

If no, please report immediately.

Incident Report
Child Safety

Has the incident been reported internally? ☐YES ☐ N/A

Role	Name	Date	Time	Signature
Child Safe Officer				
Principal				
CLV Child Safe Officer				

Name of staff member managing the complaint:			
Contact details:	**Email:**	**Phone:**	
Internal Reference (if applicable):		**Document Storage Reference:**	

Contacting parents/carers ☐ YES ☐ NO

	YES	NO	Date/Time	Contact Name
Have you sought advice from DHHS, DET or Victoria Police?				

	YES	NO	Rationale
Is it appropriate to contact parents or carers?			

Incident Report
Child Safety

If contacting parents/carers:

Name of staff member making the call?	
Name of parent/carer receiving the call?	
Discussion outcomes	

TO BE COMPLETED BY THE CHILD SAFE OFFICER

Does the incident meet the threshold for Reportable Conduct?   ☐YES   ☐ NO
Has it been reported to the principal/CLV?   ☐YES   ☐ NO
If not, please report ASAP

Report to:	Contact Name	Date	Time	Agency Reference Number
Internally to Principal/CSO				
Internally to CLV Child Safe Officer				
Reportable Conduct Scheme (CCYP) 1st contact				
Reportable Conduct Scheme (CCYP) 2nd contact				
Other				

Report Details:

Next Steps:

Incident Report
Child Safety

What follow-up action is required?

Role	Rationale	Due date	Outcome (if/ when known)
External Investigation (wait until outcome of police investigation)			
Internal investigation			
Review of Polices & Procedures			
Risk Assessment Review			

12   Further Information

Contact the Child Safe Officer of the campus or Campus coordinator or school principal.

Principal contact details - principal@vtatamilschool.org.au