

# Incident report

The child safe standards require organisations that provide services for children to have processes for responding to and reporting suspected child abuse. This report form can be used by a child or their family if they disclose an allegation of abuse or safety concern in our organisation. Our staff can also use this form to record disclosures.

All incident reports will be stored securely.

Person filling out this form:

Staff member  Parent/carer  Volunteer  Child

## Incident details

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

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

## Does the child identify as Aboriginal or Torres Strait Islander?

*(Mark with an 'X' as applicable)*

No  Yes, Aboriginal  Yes, Torres Strait Islander

## Please categorise the incident

Physical violence

Sexual offence

Serious emotional or psychological abuse

Serious neglect

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

## Please describe the incident

<b>When did it take place?</b>	
<b>Who was involved?</b>	
<b>What did you see?</b>	
<b>Other information</b>	

## Office use:

<b>Date incident report received:</b>	
<b>Staff member managing incident:</b>	
<b>Follow-up date:</b>	
<b>Incident ref. number:</b>	

## Has the incident been reported?

<b>Child protection</b>	
<b>Police</b>	
<b>Another third party (please specify):</b>	

## Incident reporter wishes to remain anonymous?

*(Mark with an 'X' as applicable)*

Yes  No

Adapted from <http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/child-safe-standards-resources>

Where the term 'Aboriginal' is used it refers to both Aboriginal and Torres Strait Islander peoples. Indigenous is retained when it is part of the title of a report, program or quotation. Throughout this paper we refer to 'Aboriginal peoples' rather than 'Aboriginal people' to reflect the plurality and diversity of Victorian Aboriginal communities.