

Child Safe Standards – Incident Report

This Incident Report is to be provided to any College community member for completion and submission to the College Child Safety Officer to report suspected child abuse.

All incident reports will be stored securely.

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.

Please categorise the incident

(Mark with an 'X' as applicable)

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

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

Parent / Carer / Child use

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

Child Safety Officer / Office use

Date incident report received	
Staff member managing incident	
Follow-up date	
Incident ref. number	

Has the incident been reported?

Child Protection	
Police	
Another third party (please specify)	

Incident reporter wishes to remain anonymous?

(Mark with an 'X' as applicable)

Yes No

If 'No', please complete your contact details:

Name	
Address or place to contact	
Mobile Number	