The child safe standards require organisations that provide services for children to have processes for responding to and reporting suspected child abuse.

Staff will also use this resource to record disclosures.

**To be completed to record disclosures or safety concerns, as appropriate by:**

* School Staff
* Children /Parents/carers

**Your Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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?

*(please circle)*

No Yes, Aboriginal Yes, Torres Strait Islander

Please categorise the incident

Physical violence

Sexual offence

Serious emotional or psychological abuse

Serious neglect

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: |  |

Office use: All incident reports must be stored securely

|  |  |
| --- | --- |
| 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?

*(please circle)*

No Yes

**Principal:** Darrelyn Boucher

This policy was last updated in September 2018 and is scheduled for review in September 2021.