



Allegations against Staff, Contractors, External Providers, Visitors or Volunteers Form

Incident Report - Child Safety

The child safe standards require organisations that provide services for children to have processes for responding to and reporting suspected child abuse. Parents, students, staff, volunteer or other members of the college community can use this form to disclose an allegation of abuse or safety concern at the college or to record disclosures.

All incident reports are stored securely and will be dealt with in a confidential manner.

Incident details

Name of person reporting the incident:	
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

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:

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

Reporter's Signature: _____ Date: _____

Child Safety Officer Signature: _____ Date: _____

Human Resource Manager Signature: _____ Date: _____

Principal's Signature: _____ Date: _____