

# Child Safety Incident Report Form

The child safe standards require organisations that provide services for children<sup>1</sup> to have processes for responding to and reporting suspected child abuse.<sup>2</sup> You can provide this resource to a child or their family if they disclose an allegation of abuse or safety concern in your organisation. Your staff can also use this resource to record disclosures.

All incident reports must 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.

## 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


<sup>1</sup> For a list of the organisations in scope for the child safe standards, please see the Department of Health and Human Services website:

<[www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/in-scope-organisations-for-child-safe-standards](http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/in-scope-organisations-for-child-safe-standards)>.

<sup>2</sup> 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 An Overview of the Victorian child safe standards:

<[www.dhs.vic.gov.au/data/assets/word\\_doc/0005/955598/Child-safe-standards\\_overview.doc](http://www.dhs.vic.gov.au/data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc)>.

**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:	

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**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?**Yes ☐ No ☐*(Mark with an 'X' as applicable)*