



CHILD SAFE INCIDENT REPORT FORM

Child Safe Standard 5

Procedures for responding to and reporting suspected child abuse.

The Child Safe Standards require organisations that provide services for children to have processes for responding to and reporting suspected child abuse. This resource may be provided to a child or their family if they disclose an allegation of abuse or safety concern. Staff and volunteers can also use this resource to record disclosures.

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

All completed incident reports must be submitted to the Principal or Assistant Principal and will be stored securely in the confidential files in the office.

Child's details

Name	
Year Level and/age	
Gender	
Cultural background	
Disability	
Other relevant information	

Reporter's details

Name	
Contact details	
Relationship to child	
Other relevant information	

Please categorise the incident

Serious neglect	
Physical violence	
Sexual offence	
Serious emotional or psychological abuse	

Please describe the incident

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

Office Use

Date incident report received	
Staff member managing incident	
Follow up date	
Incident reference number	

Has the incident been reported?

Child Protection	
Police	
Another third party – please specify	

The Victorian State Government defines abuse in the publication [PROTECT – Identifying and Responding to All Forms of Child Abuse](#). This publication outlines the physical and behavioural indicators of each form of abuse and includes a flowchart titled [Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse](#). This flowchart must be adhered to by all staff, parents and volunteers when reporting an instance of abuse to authorities.

This procedure was viewed by School Council 2021