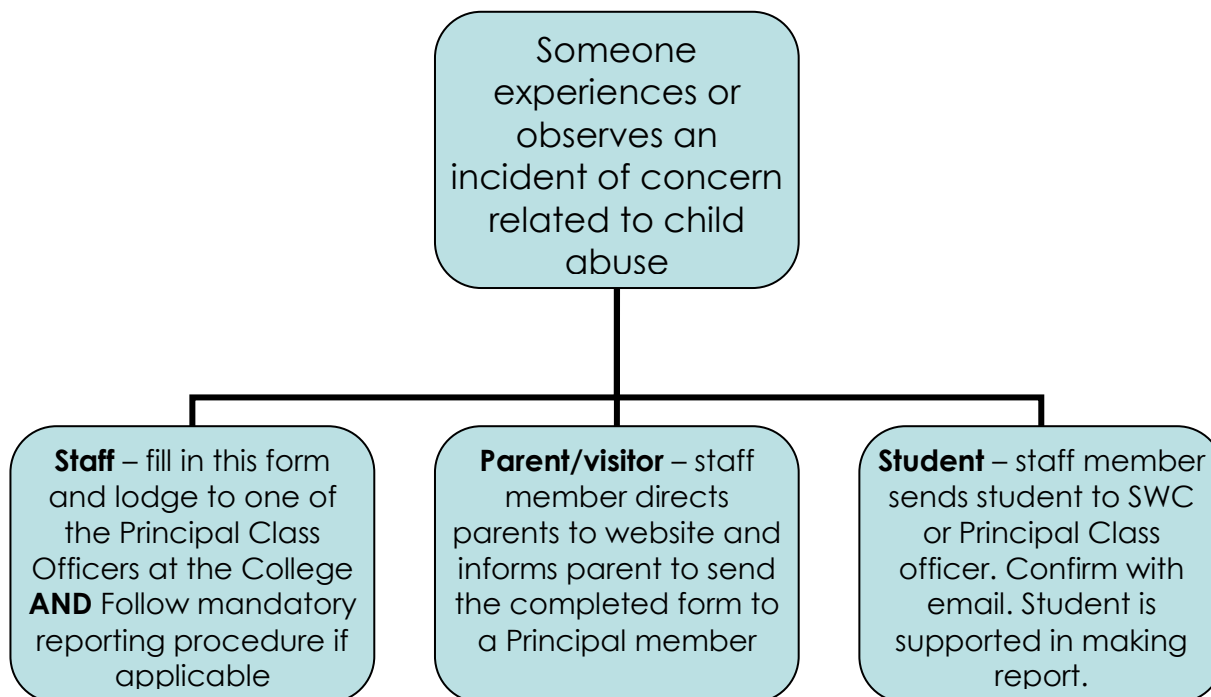


Noble Park S.C.

Child Safe Incident Report



The child safe standards require organisations that provide services for children¹ to have processes for responding to and reporting suspected child abuse.² You can provide this resource to a teacher, 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. **If you believe a child is at immediate risk of abuse phone 000.**

All incident reports must be stored securely in a sealed envelope marked “Principal Class Only” in the students official enrolment folder at the front office. The Principal team are responsible for overseeing overall compliance of the reporting process and all Child Safe matters at the school

Incident details

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

¹ For a [list of the organisations in scope](http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/in-scope-organisations-for-child-safe-standards) 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>.

² 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](http://www.dhs.vic.gov.au/_data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc): <www.dhs.vic.gov.au/_data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc>.

Do any of the children 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

Adult not following Child Safe Code of Conduct

Please describe the incident

Who was involved?	
What did you see?	
Other information (Other witnesses etc)	

Office use:

Date incident report received:	
Staff member managing incident:	
Follow-up date:	

Has the incident been reported?

Child protection	No / Yes ... date / /
Police	No / Yes ... date / /
Another third party (please specify):	No / Yes who?..

Incident reporter wishes to remain anonymous?

(Mark with an 'X' as applicable)

Yes No Reporter Name: _____ Phone: _____