

# Child Safe Incident Reporting Form

(Ratified by School Council: September 2020)

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>

In consultation with the Principal you should:

- a) use this resource to record disclosures.
- b) provide this completed incident report to the Principal who will place the document into secure storage.

## Incident details

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

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

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

<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

<b>When did it take place?</b>	
<b>Who was involved?</b>	
<b>What did you see?</b>	
<b>Other information</b>	

## Parent/carer/child use

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

## Office use:

<b>Date incident report received:</b>	
<b>Staff member managing incident:</b>	
<b>Follow-up date:</b>	
<b>Incident ref. number:</b>	

## Has the incident been reported?

<b>Child protection</b>	
<b>Police</b>	
<b>Another third party (please specify):</b>	

## Incident reporter wishes to remain anonymous?

(Mark with an 'X' as applicable)

Yes;

No;



# Glen Waverley Primary School

*Established 1960*

774 High Street Road  
Glen Waverley, VIC 3150

Tel: (03) 9802 9938 Fax: (03) 9886 1590 Email: [glen.waverley.ps@education.vic.gov.au](mailto:glen.waverley.ps@education.vic.gov.au)



## **DUE DATE FOR REVIEW:**

Due for review in September 2022