

Child Safe Standards

Incident report

All incident reports must be stored securely, and password-protected to maintain confidentiality. Please contact the Child Safety Officer when lodging this report to communicate any protections added to the document.

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

Incident details

Date of incident:	
Time of incident:	
Location of incident:	
Date Identified (if different from date of incident)	

Name(s)/Detail of child/children involved:	
Name(s) of staff/student/volunteer involved:	

Please categorise the incident

- Physical violence**
- Sexual offence**
- Sexual misconduct**
- Serious emotional or psychological abuse**
- Serious neglect**
- Grooming**
- Breach of the University's Child Safe Code of Conduct**
- Reportable Conduct**

Make Selection	Comments

Does the child identify as Aboriginal or Torres Strait Islander?

(Mark with an 'X' as applicable)

No Yes, Aboriginal Yes, Torres Strait Islander

Is the child from a culturally or linguistically diverse background?

(Mark with an 'X' as applicable)

No

Yes, please provide details:

Does the child have a disability?


A disability can be any physical, sensory, neurological disability, acquired brain injury, intellectual disability, or developmental delay that affects a child's ability to undertake everyday activities.

(Mark with an 'X' as applicable).

No

Yes, please provide details:

Please describe the incident

Overview:	
When did it take place and what were the circumstances:	
Who was involved?	
What did you see/hear? 	
Other information:	

Proposed corrective action and mitigation plan:

Action	Responsible Person	Date (Completion)	Status

Details of the person reporting the incident:

Name of person reporting the incident:	
Department of Reporter (if/where applicable):	
Contact Details of reporter:	

Office use only:

Date incident report received:		
Staff member managing incident:		
Incident ref. number:		
Has the incident been reported?	Date Notified	Comments
Child protection		
Police		
Commission for Children and Young People		
Another third party (please specify):		