

CHILD SAFE INCIDENT REPORT FORM

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.

Children's details

Name of child/ren:	
Year level/age (if known):	
Gender: Cultural background:	
Disability:	
Other relevant information:	

Reporter's details

Reporter's name:	
Contact details:	Phone: _____ Email: _____ Address: _____
Relationship to child/ren:	

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

Please categorise the incident

- Physical violence
- Sexual offence
- Serious emotional or psychological abuse
- Serious neglect

¹ 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>. 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](#): <www.dhs.vic.gov.au/___data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc>.

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What did you see?	
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(please record the date, time and names of any contacts)

Child protection	
Police	
Another third party (please specify):	



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Staff member managing incident:	
Follow-up date:	
Incident ref. number:	

Has the incident been reported?

(please record the date, time and names of any contacts)

Child protection	
Police	
Another third party (please specify):	



CHILD SAFE INCIDENT REPORT FORM

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.

Children's details

Name of child/ren:	
Year level/age (if known):	
Gender: Cultural background:	
Disability:	
Other relevant information:	

Reporter's details

Reporter's name:	
Contact details:	Phone: Email: Address:
Relationship to child/ren:	

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

Please categorise the incident

- Physical violence
- Sexual offence
- Serious emotional or psychological abuse
- Serious neglect

1 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>. 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](#): <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? (date / time)	
Who was involved?	
What did you see?	
Other relevant information	

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Child protection	
Police	
Another third party (please specify):	