



WATTLE PARK PRIMARY SCHOOL

CHILD SAFE INCIDENT REPORT FORM (APPENDIX 2)

The child safe standards require organisations that provide services for children¹ to have processes for responding to and reporting suspected child abuse.² 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.

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 or 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 phone 000.

Please categorise the incident

Physical violence

Sexual offence

Serious emotional or psychological abuse

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

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 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>.

Serious neglect

Please describe the incident

When 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 ref. number:	

Has the incident been reported?

Child protection	
Police	
Another third party (please specify):	

