

# Child Safety Incident Report Form

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 (email [childsafety@aidavic.com](mailto:childsafety@aidavic.com)).

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

## Incident details

<b>Date of incident:</b>	
<b>Time of incident:</b>	
<b>Location of incident:</b>	
<b>Date Identified (if different from date of incident)</b>	
<b>Name(s)/Detail of child/children involved:</b>	
<b>Name(s) of staff/student/ volunteer involved:</b>	

## Please categorise the incident

**Physical violence**

**Sexual offence**

**Sexual misconduct**

**Serious emotional or psychological abuse**

**Serious neglect**

**Grooming**

**Breach of the AIDA Victoria'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

## 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:

## Is the child from a culturally or linguistically diverse background?

(Mark with an 'X' as applicable)

No  Yes, please provide details:

## 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>	

## 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>	

### 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):	

### Incident reporter wishes to remain anonymous.

(Mark with an 'X' as applicable)

Yes  No