

## Child Safe Incident Form

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

The Child Safe Standards require organisations providing services for children to have processes in place to respond to and report suspected child abuse. This form can be completed online by children, their families and workers.

### Child's details

Child's Name		Year Level/ Age	
Other relevant information			

### Reporter's details

Name		Phone No	
Your Email Address (required)			
Your relationship to the child			
Other relevant information			

### Incident description

When did it happen?	<i>Date and time</i>
Where did it happen?	<i>School name, classroom, hall</i>
Who was involved?	<i>Employee name/s, position/s, other children/ adults eg. parents</i>
What did you see or hear or was told?	

### Any other relevant information

--

When you click 'submit' this form will go to the School's Child Safe Advocate who will review it and determine next steps. You will receive an initial response via email within 24 hours.

**SUBMIT**

---

**School Child Safe Advocate use** (not for public view, page 2)

<b>Date report received</b>	
<b>CS Advocate managing incident</b>	
<b>Incident referred to</b>	<i>Name, position, location</i>
<b>Date referred</b>	