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# Child Safe Standards

**INDICENT REPORT TEMPLATE**

The following Incident Report Template is provided as an example for sporting organisations to use as part of a suite of strategies to meet the Victorian Child Safe Standards and develop a child safe culture within their sport. Consideration should be taken as to how this supports and complements existing organisation policies and by-laws. The items included in this template have been developed by the State Government of Victoria (Department of Health & Human Services). Your organisation should review the template and consider if any additional information is required prior to adoption and implementation. Review of your organisations reporting process by legal professionals is also recommended.

**Further Information:**

**P**  +61 3 9698 8100 **E** [admin@vicsport.com.au](mailto:admin@vicsport.com.au) **W** [www.vicsport.com.au/child-safe-standards](http://www.vicsport.com.au/child-safe-standards)

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**[Insert Organisation Name]**

**Incident Report**

**This document can be provided to a child or their family if they disclose an allegation of abuse or safety concern in your sport. Staff and volunteers can also use this resource to record disclosures. All incident reports must be stored securely.**

**If a child is in imminent or immediate danger, call 000 immediately.**

# Incident details

|  |  |
| --- | --- |
| **Date of incident:** |  |
| **Time of incident:** |  |
| **Location of incident:** |  |
| **Name(s) of child/children involved:** |  |
| **Name(s) of staff/volunteer involved:** |  |

# Does the child identify with any of the following:

(Mark with an ‘X’ as applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| **Aboriginal descent** |  | **Torres Strait Islander descent** |  |
| **Culturally & Linguistically Diverse background** |  | **Disability** |  |

# *Why is this information important? The Royal Commission advises that some children are more vulnerable to abuse, based on various factors including age, gender, ethnicity, disability, and prior abuse or neglect. This information identifies if any additional assistance may be required through the reporting and support process.*

# Please categorise the incident:

|  |  |
| --- | --- |
| **Physical abuse** |  |
| **Sexual abuse** |  |
| **Serious emotional or psychological abuse** |  |
| **Serious neglect** |  |
| **Racial, cultural or religious abuse** |  |

# Please describe the incident

|  |  |
| --- | --- |
| **When did it take place?** |  |
| **Who was involved?** |  |
| **What did you see?** |  |
| **What did you hear?** |  |
| **Other information** |  |

# Office/Administration use:

|  |  |
| --- | --- |
| **Date incident report received:** |  |
| **Staff member/Volunteer managing incident:** |  |
| **Follow-up date:** |  |
| **Incident ref. number:** |  |

# Has the incident been reported to:

|  |  |
| --- | --- |
| **Child protection** |  |
| **Police** |  |
| **<insert sport> Member Protection Information Officer or Child Safe Officer** |  |
| **Another third party (i.e. Club Committee, State Sport Association Staff or Commission for Children and Young People):** |  |

# *For information on what and how to report, refer to the Commission for Children and Young People* [*website*](https://ccyp.vic.gov.au/child-safety/what-can-i-report-to-the-commission/)

# Incident reporter wishes to remain anonymous?

(Mark with an ‘X’ as applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** |  | **No** |  |

**END OF TEMPLATE**

*This resource is supported by the Victorian Government.*

*This document was developed utilising and adapting content from:*

*State Government of Victoria, Department of Health & Human Services (2015) An overview of the Victorian child safe standards*

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