

## Child Protection Incident Report

**For use by:**

Children and/or families to disclose an allegation of abuse or present a safety concern of child abuse.  
Bayside Christian College staff to record disclosures.

All incident reports must be stored securely.

### Incident details

|   |  |
|---|--|
| <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> |  |

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

### Does the child identify as Aboriginal or Torres Strait Islander?

*(Mark with an 'X' as applicable)*

No

Yes, Aboriginal

Yes, Torres Strait Islander

### Please categorise the incident

Physical violence

Sexual offence

Serious emotional or psychological abuse

Serious neglect

### Please describe the incident

|                                |  |
|--------------------------------|--|
| <b>When did it take place?</b> |  |
| <b>Who was involved?</b>       |  |

## Child Protection Incident Report

### Incident description (cont.)

|                          |  |
|--------------------------|--|
| <b>What did you see?</b> |  |
| <b>Other information</b> |  |

### 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> |  |

### Office use:

|  |  |
|--|--|
| <b>Date incident report received:</b>  |  |
| <b>Staff member managing incident:</b> |  |
| <b>Follow-up date:</b>                 |  |
| <b>Incident ref. number:</b>           |  |

### Has the incident been reported?

|  |  |
|--|--|
| <b>Child protection</b>                      |  |
| <b>Police</b>                                |  |
| <b>Another third party (please specify):</b> |  |

### Incident reporter wishes to remain anonymous?

*(Mark with an 'X' as applicable)*

Yes  No