



Yea High School

Child Safe Incident Report

INCIDENT REPORT

The child safe standards require organisations that provide services for childrenⁱ to have processes for responding to and reporting suspected child abuse.ⁱⁱ This resource can be used by a child or their family, as well as staff, if they disclose an allegation of abuse or safety concern in our school.

All incident reports must be stored securely.

INCIDENT DETAILS

Date of incident:	
Time of incident:	
Location of incident:	
Name of child/children involved:	
Name of staff/volunteer reporting:	

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

Does the child identify as Aboriginal or Torres Strait Islander?

No Yes, Aboriginal Yes, Torres Strait Islander

Please categorise the incident

Physical violence

Sexual offence

Emotional or psychological abuse

Neglect

Please describe the incident

When did it take place?	
Who was involved?	
What did you see?	
Other information	



Yea High School

Child Safe Incident Report

Parent/carer/child use

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

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?

Yes

No

Name: _____

ⁱ For a list of the organisations in scope 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>.

ⁱⁱ 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**: <www.dhs.vic.gov.au/_data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc>.