



# Incident Report Form

This form is used to record any **incident, concern, or allegation related to the safety or wellbeing of a child** involved in the organisation.

All incidents must be reported **as soon as possible** and documented accurately.

## 1. Person Completing This Report

Name:

Position / Role:

- Teacher
- Volunteer
- Staff Member
- Committee Member
- Other: \_\_\_\_\_

Phone Number:

Email:

Date of Report:

## 2. Child Information

Child's Name:

Age:

Class / Group:

Parent / Carer Name (if known):

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### 3. Incident Details

Date of Incident:

Time of Incident:

Location of Incident:

- Classroom
  - Playground / School Area
  - Online / Virtual Class
  - Excursion / Event
  - Other: \_\_\_\_\_
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### 4. Description of the Incident

Please describe what happened in **clear and factual terms**.

Include:

- What happened
- Who was involved
- What was observed or disclosed
- Any actions taken immediately

Description:

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### 5. People Involved

Name(s) of person(s) involved:

Role:

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- Student
  - Teacher
  - Volunteer
  - Staff Member
  - Other
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## 6. Witnesses (if any)

Name(s) of witnesses:

Contact details (if known):

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## 7. Immediate Action Taken

What actions were taken immediately after the incident?

Examples:

- First aid provided
- Child removed from situation
- Parent/carer notified
- School leadership informed

Details:

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## 8. Is the Child Safe Now?

- Yes
- No
- Unsure

If no, describe actions taken to ensure the child's safety.

## 9. External Reporting

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Was the incident reported to external authorities?

- No
- Yes

If yes, specify:

- NSW Police
- Department of Communities and Justice (DCJ)

Date reported:

Reference number (if applicable):

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## 10. Supporting Evidence

Attach any relevant documents if available:

- Photos
- Emails or messages
- Written statements
- Other documents

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## 11. Declaration

I confirm that the information provided in this report is **true and accurate to the best of my knowledge**.

Name:

Signature:

Date:

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## 12. For Office Use Only

Received by:

Position:

Date received:

Follow-up actions:

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Status:

- Under investigation
  - Reported to authorities
  - Closed
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