



# Child Safe Policy

## INCIDENT REPORT FORM (CHILD / CARER USE)

This document is treated as confidential when completed.

### The Grange P – 12 College

### Appendix to Policy: CHILD SAFE POLICY (Updated 2020)

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

The child safe standards require schools which provide services for children<sup>1</sup> to have processes for responding to and reporting suspected child abuse.<sup>2</sup> This Incident Report Form can be used by:

- our staff to record disclosures
- a child or their family if they disclose an allegation of abuse or safety concern within the College
  - **our staff, an international student enrolled at The Grange P – 12 College and/or their homestay provider, if they disclose an allegation of abuse or safety concern in relation to the international student.**

The form is available electronically via *Compass* and the College website: [www.thegrangep12.vic.edu.au](http://www.thegrangep12.vic.edu.au); most boxes in this Form will expand as necessary when text is added. All incident reports must be stored securely.

**Incidents must be reported promptly to any of the following: The Grange P – 12 College 2020 Child Safety Officer or a member of the Principal Class, Student Wellbeing Team or Sub-school Team.**

**Incident reporter wishes to remain anonymous? YES / NO** (circle)

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

(Mark with a '✓' as applicable)

No       Yes, Aboriginal       Yes, Torres Strait Islander

**Please categorise the incident**

Physical violence	<input type="checkbox"/>
Sexual offence	<input type="checkbox"/>
Serious emotional or psychological abuse	<input type="checkbox"/>
Serious neglect	<input type="checkbox"/>

<sup>1</sup> 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](http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/in-scope-organisations-for-child-safe-standards)>.

<sup>2</sup> 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](http://www.dhs.vic.gov.au/___data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc)>.

## Please describe the incident

<b>When (date and time) did the incident take place?</b>	
<b>Who was involved?</b>	
<b>What did you see?</b>	
<b>Other information</b>	

### Has the incident been reported to?

<p><b>Child protection</b>  <b>Department of Health and Human Services (DHHS): 1300 664 977</b>  <b>Child First: 1300 775 160</b></p>		<p>Details:</p>
<p><b>Police: 000</b> (imminent risk)   <b>Werribee: 9742 9444</b> (non-imminent risk)</p>		<p>Details:</p>
<p><b>Another third party (please specify):</b></p>		<p>Details:</p>

### Incident reporter signature:

..... Date: .....

### Office use:

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