

BALLARAT ASSOCIATED SCHOOLS (BAS)

INCIDENT REPORT FORM



Safeguarding Children and Young People at BAS Events and Activities

This form should be used to document any incident, disclosure or suspicion that a child or young person has been, or is at risk of being abused, including exposure to family violence. This template should be used in conjunction with the following: Four Critical Actions for Schools: Responding to Incidents, Disclosures and suspicions of Child Abuse.

Completing this template should not impact on reporting times. If a child or young person is in immediate danger school staff should report immediately to Victoria Police. Whilst you may need to gather the information to make a report, remember it is not the role of school staff to investigate abuse, leave this to Victoria Police and/or DHHS Child Protection.

Incident details

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

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

Please categorise the incident

Physical violence	<input type="checkbox"/>
Sexual offence	<input type="checkbox"/>
Sexual misconduct	<input type="checkbox"/>
Serious emotional or psychological abuse	<input type="checkbox"/>
Serious neglect	<input type="checkbox"/>
Grooming	<input type="checkbox"/>
Breach of BAS Code of Conduct	<input type="checkbox"/>
Reportable Conduct	<input type="checkbox"/>

Does the child / young person identify as Aboriginal or Torres Strait Islander?

(Mark with an 'X' as applicable)

No Yes, Aboriginal Yes, Torres Strait Islander

Is the child / young person from a culturally or linguistically diverse background?

(Mark with an 'X' as applicable)

No Yes Details

Does the child / young person have a disability?

(Mark with an 'X' as applicable)

No Yes Details:

Please describe the incident

When did it take place and what were the circumstance?	
Who was involved?	
What did you see / hear?	
Other information	

Proposed corrective actions and mitigation plan:

Action	Responsible Person	Date completed	Status

Parent/carer/child/young person use

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

Has the incident been reported?

Child protection	
Police	
Commission for Children and Young People:	
Another third party (please specify):	

Incident reporter wishes to remain anonymous?

(Mark with an 'X' as applicable)

Yes No

If not:

Name of Reporter:	
Department / School of reporter:	
Contact details of reporter:	
Reporters capacity to be working with BAS students?	

Office use:

Date incident report received:	
Staff member managing incident:	
Incident reference number:	
Follow-up date:	
Incident ref. number:	