

Child abuse incident report

DAN Asia – Pacific is committed to practices that protect children from harm. This form should be completed if you are alerted to an incident of abuse, or suspect abuse of a child. Please complete this form within 24 hours of being alerted to an incident and forward it to the Designated Child Safety Officer (General Manager).

On completion, this form must be submitted to the DAN Child Safety Officer and in their absence please submit to Administration Manager. The form must then be stored securely.

Completing this form

Name of person completing form:	
Contact Phone number:	
Signature of person completing form:	
Name of Child Safety Officer this form was submitted to:	
Signature of Child Safety Officer:	
Date and Time this report was completed:	

Incident details

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

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

Description of Incident: (please state facts). Who was involved, what did you see.	
Immediate action taken:	
If no action taken – reason:	

Child Protection Officer use:

Date incident report received:	
Staff member managing incident:	
Follow-up date:	

Has the incident been reported to any of the following authorities?

Child protection (list contact name and number)	
Police (list contact name and number)	
Another third party (please specify):	

Further information

Further information on [child safe standards](http://www.dhs.vic.gov.au/about-the-department/plans-programs-and-projects/projects-and-initiatives/children-youth-and-family-services/creating-child-safe-organisations) can be found on the Department of Health and Human Services' website <www.dhs.vic.gov.au/about-the-department/plans-programs-and-projects/projects-and-initiatives/children-youth-and-family-services/creating-child-safe-organisations>.

Additional resources for organisations in the child safe standards toolkit can be found on the [Department of Health and Human Services website](http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies-guidelines-and-legislation/child-safe-standards): <www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies-guidelines-and-legislation/child-safe-standards>. In particular, [An Overview to the Victorian child safe standards](http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies-guidelines-and-legislation/child-safe-standards), has information to help organisations understand the requirements of each of the child safe standards, including examples of measures organisations can put in place, a self-audit tool and a glossary of key terms: <www.dhs.vic.gov.au/__data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc>