

Child Abuse Incident Report Form (External Notification)

Do not include the names or other identifying information for the child/children or the alleged perpetrator.

Name of organisation	
Address	
Contact person	
Work telephone number	
Mobile telephone number	
Email address	
Date of Report to ACF <i>(To be made by the Principal within 28 days of incident)</i>	

Details of Preliminary Advice

Name of Person spoken to	
Work Place	
Date and Time	
Phone Number of Person	
Details of Advice	

Details of School Section in which incident occurred

School Section	
Role of alleged perpetrator	
<ul style="list-style-type: none"> • Age, gender • Length of involvement with School 	
Location (State/ Territory)	

Details of the Incident / Allegation

Type of abuse / neglect	
Date / duration	
<ul style="list-style-type: none">• Single/multiple incidents	
Nature of incident (description)	
<ul style="list-style-type: none">• Number of children involved	
<ul style="list-style-type: none">• Age, gender, disability	

Details of Subsequent Conversations during Disclosure and Reporting Timeframe

Who	Details of Conversation
Date	
Who	Details of Conversation
Date	
Who	Details of Conversation
Date	

Details of School's Response

How did your school become aware of the alleged incident(s)?	
Was the alleged incident reported to police?	
What other action(s) were taken by your school?	
Is alleged perpetrator still working with your school?	

Incident Management and Review

Have you undertaken a review of the management of the incident?	
What was the nature of the review?	

What implications does the alleged incident have for your procedure, policies and Safeguarding Accreditation?	
What changes (if any) will be made to your operations and/or your policies and procedures to reduce the likelihood of this situation arising again?	