

CHILD SAFE INCIDENT REPORT FORM

IF YOU BELIEVE A CHILD IS IN IMMEDIATE DANGER OR HARM, YOU MUST CALL THE POLICE ON 000

Details of person completing the report:

Date: Name:

Phone: Email:

Witnesses to the event:

Did any other person witness or are aware of the event: Yes No

Details of the child/children involved if known:

Name: Date of birth:

Parent name(s):

Address:

Any additional names:

Incident details: Please include information below such as who was involved, what occurred and what did you observe. You may include this information in dot points rather than narrative.

Date: Time: Location:

Details of the incident:

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Has the incident been reported to another authority? Yes No

Provide details:

Please categorise the incident: (more than one category can be selected if appropriate)

- Physical violence** – against, with or in the presence of, a child. Physical violence includes hitting, punching, kicking, pushing, or throwing something that strikes a child or another person.
- Sexual offence** – against, with or in the presence of, a child.
- Sexual misconduct** – against, with or in the presence of, a child.
- Emotional or psychological abuse** – behaviour likely to cause significant emotional and/or psychological harm.
- Significant neglect** – not meeting obligations to keep a child safe and well.
- Grooming** – concerns of predatory conduct to a child
- Other**

Privacy Collection Statement Acknowledgement: Your personal information is being collected by the City of Ballarat for the purpose of complying with our obligations under the *Child Wellbeing and Safety Act 2005* and the *Victorian Child Safe Standards*. Your information will be stored in the City of Ballarat's customer database and used to identify you when communicating with Council and for the delivery of services and information. For further information on how your personal information is handled, refer to the *City of Ballarat Privacy Policy* at ballarat.vic.gov.au/privacy

Please tick yes in the box below if you agree to these terms: Yes No

Return this form:

City of Ballarat staff should submit an incident report via **Elumina**.
For members of the public: **Email:** childsafety@ballarat.vic.gov.au **Subject line:** Child Safe Incident Report
In person: City of Ballarat Customer Service at The Phoenix, 25 Armstrong Street South, Ballarat
The information in this form will remain confidential, and only reviewed by the City of Ballarat Child Safe Team, this information will be provided to external organisations if a referral is required.

