

## Child Safety and Wellbeing Incident Report Form

### IMPORTANT INFORMATION ABOUT THIS FORM

You MUST use this form to report

- Disclosure or allegation made by a child and/or Playgroup Tasmania community member
- Observations of concerning behaviour exhibited by a child
- Observations of concerning behaviour exhibited by Playgroup Tasmania staff member, volunteer, community member or any other adult in contact with children
- Injuries or behaviours in children that may be indicators of non-accidental injuries or harm
- Seeking advice from an external agency (E.g. Police or Strong Families, Safe Kids)

This form is NOT to be used for

- Reporting playgroup accidents\*
- Reporting workplace health and safety incidents\*

*\*Use the Playgroup Tasmania Incident Report Form*

How to complete this form

- Report **all** concerns within 24 hours
- Complete all sections and include as much detail as possible
- Write “unknown” or “not applicable” where appropriate
- For assistance completing this form contact your Playgroup Tasmania primary contact person

Type of incident or concern (tick all that apply)

<input type="checkbox"/> Child Physical Abuse	<input type="checkbox"/> Child Sexual Abuse	<input type="checkbox"/> Child Emotional Abuse
<input type="checkbox"/> Child Neglect	<input type="checkbox"/> Exposure to Family Violence	<input type="checkbox"/> Unsure
<input type="checkbox"/> Not Applicable		

## Child Safety and Wellbeing Incident Report Form

### Step 1 – When did the incident or disclosure happen?

Name of person reporting the incident or disclosure

Playgroup name

Location

Date of incident or disclosure

Time of incident

Playgroup Tasmania staff reported to

### Step 2 - Details of persons involved

*Please complete the below with as much information as you have available to you*

Names and dates of birth of children involved in the incident/disclosure

Name:

DOB:

Name:

DOB:

Name:

DOB:

Names and contact details of relevant parent/s, caregivers or persons involved (add rows if needed)

Name:

Relationship to Child:

Email:

Phone:

Name:

Relationship to Child:

Email:

Phone:

Does the parent or caregiver know the report is being made?

Name:

Yes / No (please circle)

Name:

Yes / No (please circle)

## Child Safety and Wellbeing Incident Report Form

### Details of concern/incident/disclosure

In the box below provide as much detail as possible.

This will include:

- **Who:** Names of child, individuals involved and witnesses
- **What:** Description of what happened including any conversations and/or disclosures. Be sure to separate your direct observations, hearsay (conversations you overheard or things you were told) and professional opinion (your assessment of the situation)
- **When:** Date and time
- **Where:** Location of the incident
- **Why:** Any relevant context that may explain the situation

Points to remember:

- Be careful to explain statements such as "The child was upset". Include what you saw and heard: crying, trembling.
- Include full descriptions of injuries and incidents. For example, if there is bruising on the arm include which arm, where on the arm, size and colour of bruise.

Who:

What:

When:

Where:

Why:

## Child Safety and Wellbeing Incident Report Form

### Step 3 – Immediate Response (action taken to rectify)

### Step 4 A - Who was the concern or incident reported to (please tick all that apply)

Please note the following is mandatory reportable to Tasmania Police:

Alleged, disclosed or suspected Sexual abuse of a child under the age of 16

Alleged, disclosed or suspected Physical abuse of a child under the age of 16

Tasmania Police     CEO     Playgroup Tasmania Contact Person/Supervisor

Strong Families, Safe Kids – Advice and Referral Line 1800 000 123

### Step 4 B – Outcome of reporting:

Please record the Advice and Referral Line Case Number (or N/A):	Please record the Police Badge Number (or N/A):
What did they say? What will their response be? What did they advise you to do?	

## Child Safety and Wellbeing Incident Report Form

### Step 5 – Preventative Action (action taken to avoid non-recurrence)

### Step 6 - Person reporting the incident (employee / volunteer to complete this section)

Name	<input type="text"/>	Date form completed	<input type="text"/>
Program	<input type="text"/>		
Location	<input type="text"/>		
Signature	<input type="text"/>		
Witness (if applicable)	<input type="text"/>		

### Step 7 - Child Safety and Wellbeing Report Case Chronology – Timeline of events and actions related to the report

Details of events and actions related to this report must be recorded on the form provided at the end of this document. It is important to include as much detail as possible. Add extra rows if required.

## Child Safety and Wellbeing Incident Report Form

### Step 8 – CEO (or representative) Acknowledgement and Actions

- I confirm that I have received and reviewed the content of this report
- I confirm that if the concern or incident relates to a member of staff, volunteer or contractor I will notify the Office of the Independent Regulator within 3 business days

Name

Position

Signature

Date

Offer to access EAP

Date

Reported to OIR

Date

Yes or N/A

If yes, (provide details in case chronology)

## Child Safety and Wellbeing Incident Report Form

### Step 9 – Office Use only

#### Important note regarding required record keeping:

This report form must be accompanied by all relevant information including (but not limited to):

- Attendance sheets
- Accident report forms
- Details of group members
- Details of staff and volunteers present
- Details of any visitors
- Details of any unusual activities

This report form and associated records must be retained for a **minimum of 45 years** from the date of the last incident (for additional information about record keeping see Child Safety and Wellbeing Reporting Policy and Procedure, page 7).

Playgroup Tasmania Family Membership Number:

Date Received  Incident Number

Mandatory Report Yes  No

Date Reported to Board  Board Chair

OIR Report Yes  No

#### Mandatory Reportable to Tasmania Police:-

- Alleged, disclosed or suspected Sexual abuse of a child under the age of 16
- Alleged, disclosed or suspected Physical abuse of a child under the age of 16

*See following page for Case Chronology...*

## Step 7 Child Safety and Wellbeing Report Case Chronology – Timeline of events and actions related to the report

Please document events and actions which occurred in relation to the report, including details of meetings, phone conversations, emails etc., and include links to relevant meeting notes/documents which are saved elsewhere. Add extra rows as required.

<u>Date</u> (dd/mm/yy)	<u>Time</u>	<u>Event and/or Action Taken</u>	<u>Description</u>	<u>Person Responsible</u>	<u>By When?</u>	<u>Outcome / Follow Up</u>

Case Debrief Completed

Signature  Date

Name

Position