



Child Safe Standards

VICSPORT



INCIDENT REPORT TEMPLATE

Red Hill Football Netball Club

Incident Report

This document is to be provided to a coach, volunteer, child or their family if they disclose an allegation of abuse or safety concern. All incident reports must be treated with privacy, respect and stored securely.

If a child is in imminent or immediate danger, call 000 immediately.

1. Incident details

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

2. Does the child identify with any of the following:

(Mark with an 'X' as applicable)

Aboriginal descent	<input type="checkbox"/>	Torres Strait Islander descent	<input type="checkbox"/>
Culturally & Linguistically Diverse background	<input type="checkbox"/>	Disability	<input type="checkbox"/>

Why is this information important? The Royal Commission advises that some children are more vulnerable to abuse, based on various factors including age, gender, ethnicity, disability, and prior abuse or neglect. This information identifies if any additional assistance may be required through the reporting and support process.

3. Please categorise the incident:

Physical abuse	<input type="checkbox"/>
Sexual abuse	<input type="checkbox"/>
Serious emotional or psychological abuse	<input type="checkbox"/>
Serious neglect	<input type="checkbox"/>
Racial, cultural or religious abuse	<input type="checkbox"/>

4. Please describe the incident

If you require any support or assistance in completing this form please contact your sports Child Safety Leader to assist you. Children seeking external support or guidance are encouraged to access:



<https://kidshelpline.com.au/>

When did it take place?	
Who was involved?	
What did you see?	
What did you hear?	
Other information	

5. Administration use:

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

6. Has the incident been reported to:

Child protection	
Police	
AFLE Member Protection Information Officer or Child Safe Officer	
Another third party (i.e. Club Committee, State Sport Association Staff or Commission for Children and Young People):	

For information on what and how to report, refer to the Commission for Children and Young People [website](#)

7. Incident reporter wishes to remain anonymous?

(Mark with an 'X' as applicable)

Yes No

END OF TEMPLATE

This resource is supported by the Victorian Government.

This document was developed utilising and adapting content from:

State Government of Victoria, Department of Health & Human Services (2015) An overview of the Victorian child safe standards

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