



# Incident report

## Plast Child Protection

Plast is required to have processes for responding to and reporting suspected child abuse.<sup>1</sup> Volunteers or leaders can provide this resource to a child or their family if they disclose an allegation of abuse or safety concern within Plast. Volunteers / leaders can also use this resource to record disclosures. Completed forms should be escalated to the state based Plast child protection officer or their delegate.

All incident reports must be stored securely.

## Incident details

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

If you believe a child is at immediate risk of abuse phone 000.

## Please categorise the incident

Physical violence

Sexual offence

Serious emotional or psychological abuse

Serious neglect

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

<sup>1</sup> The child safe standards aim to protect children from abuse in organisations, including physical violence, sexual offences, serious emotional or psychological abuse and serious neglect. For further explanation of the different types of child abuse refer to *Plast's Child Protection Policy* or see [An Overview of the Victorian child safe standards](http://providers.dhhs.vic.gov.au/child-safe-standards): < http://providers.dhhs.vic.gov.au/child-safe-standards>..



## Please describe the incident

<b>When did it take place?</b>	
<b>Who was involved?</b>	
<b>What did you see?</b>	
<b>Other information</b>	

## Parent/carer/volunteer/leader/child reporting the incident

<b>Date of incident:</b>	
<b>Time of incident:</b>	
<b>Location of incident:</b>	
<b>Name(s) of child/children involved:</b>	
<b>Name(s) of volunteer / leader involved:</b>	

## Office use:

<b>Date incident report received:</b>	
<b>State Branch Child Safety Officer / volunteer / leader managing incident:</b>	
<b>Follow-up date:</b>	
<b>Incident ref. number:</b>	

## Has the incident been reported?

<b>Child protection</b>	
<b>Police</b>	
<b>Another third party (please specify):</b>	

## Incident reporter wishes to remain anonymous?

*(Mark with an 'X' as applicable)*

Yes  No



## Further information

For further information refer to *Plast's Child Protection Policy and Plast's Child Protection Code of Conduct*.

Further information on child safe standards can be found on the [Creating child safe organisations page](http://providers.dhhs.vic.gov.au/creating-child-safe-organisations) of the Department of Health and Human Services' Service Providers website: < <http://providers.dhhs.vic.gov.au/creating-child-safe-organisations>>

Additional resources for organisations in the child safe standards toolkit can be found on the [Child safe standards page](http://providers.dhhs.vic.gov.au/child-safe-standards) of the Department of Health and Human Services' Service Providers website: < <http://providers.dhhs.vic.gov.au/child-safe-standards>>. In particular, [An Overview to the Victorian child safe standards](http://providers.dhhs.vic.gov.au/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: < <http://providers.dhhs.vic.gov.au/child-safe-standards>>