



Menzies Creek Primary School

Child Safety Standard Seven

Menzies Creek Primary School Incident Report

The child safe standards require organisations that provide services for children to have processes for responding to and reporting suspected child abuse.

This resource will be provided to a child or their family if they disclose an allegation of abuse or safety concern at Menzies Creek Primary School. Staff will also use this resource to record disclosures.

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 staff/volunteer involved:	

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

Does the child identify as Aboriginal or Torres Strait Islander?

(Mark with an 'X' as applicable)

No	
Yes, Aboriginal	
Yes, Torres Strait Islander	

Please categorise the incident

Physical violence	
Sexual offence	
Serious emotional or psychological abuse	
Serious neglect	



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Please describe the incident

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

Parent/carer/child use

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

Office use:

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

Has the incident been reported?

Child protection	
Police	
Another third party (please specify):	



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Incident reporter wishes to remain anonymous?

(Mark with an 'X' as applicable)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Principal: Tanya Cooke

School Council President: Nicole Cashmore

Date ratified at School Council: July 2016

Three Year Cyclic Date for Review: July 2019