



Safeguarding Incident Reporting Form

Version	Version 2.0	Approved by Board	Jun-2021
Drafted by	Larissa Muir, Operations Manager	Effective Date	Jun-2021
Changes	Second approved version – changes to questions on form	Next Review Date	Jun-2022
Relevant Policy	Safeguarding Children Policy		

Instructions

This form is to be used to report suspected or disclosed 'Child Abuse' based on 'Reasonable Grounds For Belief'. For a definition of 'Child Abuse' and 'Reasonable Grounds For Belief,' refer to 12 Buckets' Safeguarding Children Policy.

Complete this form as soon as practicable and within 24 hours of becoming aware of the actual or suspected abuse, and send it directly to the Operations Manager.

If the Operations Manager may be involved in the abusive activity, or is not appropriately addressing or dealing with the matter, the matter should be reported directly to the Chief Executive Officer.

Section A

To be completed by the person reporting the suspected or disclosed abuse. Do not seek information from a child that they have not provided you with; if you are missing information, write 'not stated' or 'unknown'.

Person Reporting

First Name				Family Name	
Position	<input type="checkbox"/> Staff	<input type="checkbox"/> Student	<input type="checkbox"/> Mentor	Other:	
Email				Phone Number	

People Involved

This should include people who have been involved in the disclosed or suspected abusive activity, including the child or children affected, the suspect(s) and any witness(*es).

CHILD 1

First Name				Family Name	
School					
Age				Gender	



CHILD 2

First Name		Family Name	
School			
Age		Gender	

Were there any **identified suspects** to this incident? Yes No

SUSPECT 1

First Name		Family Name	
Position	<input type="checkbox"/> Staff	<input type="checkbox"/> Mentor	<input type="checkbox"/> Teacher <input type="checkbox"/> Parent Other:
Age		Gender	

SUSPECT 2

First Name		Family Name	
Position	<input type="checkbox"/> Staff	<input type="checkbox"/> Mentor	<input type="checkbox"/> Teacher <input type="checkbox"/> Parent Other:
Age		Gender	

Were there any **witnesses** to this incident? Yes No

WITNESS 1

First Name		Family Name	
Position	<input type="checkbox"/> Staff	<input type="checkbox"/> Mentor	<input type="checkbox"/> Teacher <input type="checkbox"/> Parent Other:
Age		Gender	

WITNESS 2

First Name		Family Name	
Position	<input type="checkbox"/> Staff	<input type="checkbox"/> Mentor	<input type="checkbox"/> Teacher <input type="checkbox"/> Parent Other:
Age		Gender	



Incident Details

1. Details of when and where the actual or suspected abusive activity occurred or was disclosed

Date		Time	
Location		Setting	

2. Details of the incident

Use objective words and direct observations, not subjective language or assumptions.

What happened?	<p>In your own words, describe what was occurring before the actual or suspected abusive activity occurred or was disclosed.</p> <p>In your own words, describe what the actual or suspected abusive activity occurred or was disclosed.</p>
What is your evidence?	<p>In your own words, explain what evidence gives you reasonable grounds for belief that this abusive activity happened (i.e., Who told you? What did you see? Are there attachments to be provided as evidence?)</p>

Immediate Response

How did you respond?	<p>In your own words, explain what actions you took to respond to this disclosure or suspected abusive activity.</p>
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Section B

Signatures of person reporting and any witnesses to the disclosure or incident, if available at the time of reporting. Person reporting and Operations Manager must sign.

Person Reporting Signature		Printed Name Date	
Witness 1 Signature		Printed Name Date	
Witness 2 Signature		Printed Name Date	
Operations Manager Signature		Printed Name Date	



Section C

To be completed by Chief Executive Officer after an internal investigation.

Nature of the Abuse (tick all that apply)	<input type="checkbox"/> Physical	<input type="checkbox"/> Emotional	<input type="checkbox"/> Sexual	<input type="checkbox"/> Neglect or Negligence	<input type="checkbox"/> Exploitation
What evidence was collected?	Describe the evidence collected during the investigation.				
Are there reasonable grounds for belief of abuse?	Based on the evidence collected, describe whether there are reasonable grounds for belief that child abuse took place.				
What immediate actions are planned?	Describe immediate actions to follow this investigation, including any parties who will be notified and/or involved in these actions.				
Are longer term actions required?	Describe any longer-term actions to safeguard children with whom 12 Buckets comes into contact, including who is responsible for the actions.				
Chief Executive Officer Signature			Printed Name Date		
School Principal Signature			Printed Name Date		