

Sensitive - Law Enforcement**Incident Report to NSW Police Force
by a Non Government Organisation (NGO)****NGO COPY**

(This form is to be used in circumstances of suspected physical or sexual abuse¹² committed by living or deceased, current or former employees of the organisation, AND where the victim details are unclear / unknown OR the victim does **not** want to report the incident to police.)

This form is **not** to be completed if you have a current child victim – please use existing mandatory reporting child at risk protocol.

NOTIFYING ORGANISATION DETAILS	
Organisation Name (ORG)	
Contact Name	
Contact Address	
Phone	
Mobile	
Email	
Date you were made aware of the incident or when it was reported to you.	
Has a report been made to Police? If so, where, when and to whom? Include NSWPF Reference No	
Have any other parties been notified? (E.g. FACS, Ombudsman, Children's Guardian, etc.) If so where, when and to whom? Please include Reference Number if stated.	
Is there any known urgency to have this matter reported to police?	
What steps have been taken by ORG to assess any current/ongoing risks?	
What steps have been taken by the ORG to preserve all available evidence such as notes, admissions, interviews, photos etc in case the victim changes their mind and the evidence is required for a police investigation ?	

¹ **Sexual assault** - Any person who has sexual intercourse with another person without the consent of the other person.(New South Wales Crimes Act 1900)

² **Indecent Assault** - Any person who assaults another person and, at the time of, or immediately before or after, the assault, commits an act of indecency on or in the presence of the other person (New South Wales Crimes Act 1900)

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Source of Information	
Surname	
Given Name/s	
Address	
Home Phone	
Work Phone	
Mobile	
Email	
Preferred contact	

Alleged Person of Interest (POI)	
Surname	
Given Name/s	
DOB or approx age	
Gender	
Address	
Home Phone	
Work Phone	
Mobile	
Email	
Preferred contact	

Alleged Incident	
Time	
Date	
Location	
How reported	
To whom reported	
Circumstances of the suspected offence	

Alleged Victim Details ³	
Surname	
Given Name/s	
DOB or approx age	
Gender	
Address	
Home Phone	
Work Phone	
Mobile	
Email	
Preferred contact	
Age of victim at time of incident	

³ When completing this part of the document please indicate on the next page whether the victim has given authority for their personal details to be forwarded to NSW Police.

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Has the victim been advised of the option of speaking with Police at any time?	
Is the ORG aware of the reason why the victim has chosen not to report to police at this time? If so, please detail.	
Has the ORG consulted with the victim to have their personal details given to police?	
Has the victim agreed for their personal details to be provided to police?	

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This page has been created to include additional Persons of Interest

Alleged Person of Interest (POI)	
Surname	
Given Name/s	
DOB or approx age	
Gender	
Address	
Home Phone	
Work Phone	
Mobile	
Email	
Preferred contact	

Alleged Person of Interest (POI)	
Surname	
Given Name/s	
DOB or approx age	
Gender	
Address	
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