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Allegation of sexual abuse : Report form

Name of student

House.

DoB

Date on which student informs staff member of incident

Date on which alleged abuse occurred

Name of staff member making report

Other people present when student informs staff

Other people involved in the incident (students, parents other staff members etc)

Name of person alleged to have abused the student

Did incident occur on campus?

If not on campus, did incident occur while student could be considered in care of the school (exeat, camp, sport event off campus etc)?

Summary of information provided by the student

Assessment of *immediate* risk to the student

Physical
Emotional
From others

Action taken to protect student from immediate risk

Referral to Kennedy Centre
Referral to doctor
Referral to counsellor
Supervision by staff member
Other

Referral to other agencies (eg CASA, family doctor)

Parent(s) / guardian informed

If parents not to be informed immediately, give reason for this. (eg Student denies consent, unavailable)

Head of House informed

Director of Student Welfare informed

Head of campus informed (Corio, Timbertop, Glamorgan, Bostock)

Senior Medical Officer informed

If student or staff member involved in alleged abuse, who is to interview him/her?

Action Plan

Signed

Date

Attachment of notes and other written information