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Wesley Dalmar Form

CHILD PROTECTION/REPORTABLE CONDUCT INCIDENT REPORT – PART 1

Name of child or young person: _____ DOB: _____

Gender: M/F   Indigenous Y/ N   Torres Stait Islander Y/ N

Date of allegation:_____   Date reported to WD: _____

Case Manager: _____   Site: _____

Team Leader: _____ PH : ___ _____

Incident/s

(Details to include – location, time, date & persons present)

_____

_____

_____

Name of Carer/s: _____

Address: _____ Post Code: _____

WWCC No/s 1) _____   2) _____

Alleged perpetrators details if different from above:

Name: _____   Age: _____   M/F

Address of incident (if known) _____

Reported to FaCS: Y/N   Helpine report No: _____

Reported to Police Y/N   Name & contact details: _____

Emergency services Y/N   Name & Contact details : _____

Has the child or young person remained in the placement? Y/N

If no reason:

_____

_____

If child or young person is no longer in the placement.

 Current address: _____

Contact details: _____

Does the child or Young person have any Disabilities: Y/N

If Yes. State Disability/s:

_____

_____

DOCUCMENTS ATTACHED:

Incident report: Y/N

Helpline report: Y/N

Other (state documents type)

1) _____

2) _____

3) _____

Name of person compelting report:_____

Signature: _____   **Role**: _____
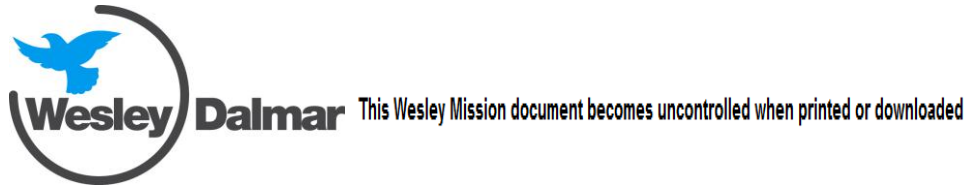
Date: _____

SENT TO :

Name:_____

Role: _____   **Date sent**: _____

Name:_____

Role: _____   **Date sent**: _____

END OF PART 1

CHILD PROTECTION/REPORTABLE CONDUCT INCIDENT REPORT – PART 2

INITIAL ASSESSMENT

Was force applied to any part of the neck or head of the child?

YES ☐   NO ☐

Was the force applied in such a way as to cause harm to a child that last more than a short period of time?

YES ☐   NO ☐

An answer of **YES** to either of the above indicates that the use of force was **NOT** reasonable.

1. **Was the behaviour reasonable for the purpose of discipline, management or care of the child?**

2. YES ☐   NO ☐   Not applicable ☐

   Was the child under two years of age?

   YES ☐   NO ☐

   Did the action leave a mark which lasted more than a **short period** of time?

   YES ☐   NO ☐

   Did the action happen on more than **one** occasion or appears to be a pattern of events?

   YES ☐   NO ☐

An answer of yes of the above indicates that the use of force was **NOT** trivial.

2. Was the behaviour the use of force that, <u>in all the circumstances</u>, is trivial or negligible?

YES ☐   NO ☐

Trivial or negligible use of physical force is force which is not significant enough to cause concern for, or harm to, a child. It may be ordinary, although intentional, use of force, such as forcing a child to move when they refuse. Force that is trivial for a ten year old may not be trivial for a two year old. Matters must be considered on their individual merits.This also includes restraining a child or Y/P from causing intentional property damage and in self defence or the defence of others

Yes to the above indicates that the action is **not reportable** but 2 MUST be investigated anyway.

<u>**If No**</u> **-** Move on to appropriate check lists below:

<u>ALLEGATION TYPE</u>

☐ Physical Assault

Hitting/kicking/punching, shaking, pushing grabbing, throwing a child. Innappropriate restraint, excess use of force, use of an object, perceived threat of harm or other deliberate application of force.

☐ Ill-treatment

Excessive discipline/ punishment or other excessive behaviour.

☐ Psychological harm

Persistant hostility/rejection. Exposure to violence or self destructive /antisocial behaviour in cluding D.V

☐ Misconduct

Breach of code of conduct.

☐ Sexual Misconduct/Offence

Sexual assault, intercourse act of indecency, production or possession of child pornography, gropming to a child, sexually explicit comments, overt sexual behaviour, indecent assault.

☐ Neglect

Clothing/food, medical care, shelter, supervision, environment not supportive - including failing to intervene to ensure a childs safety

COMPLETE THE APPROPRIATE SECTION/S

Physical Assault

1. Was the alleged behaviour / and or actions of the employee hostile or reckless?

   YES ☐   NO ☐

2. Did that behaviour and/or actions result in the physical connection that was not where reasonable force was utilised ONE OR MORE of the below:

   - Exercising appropriate control over a child

   - Disarming a child or young person seeking to harm themselves or others

   - Separating children ofyoung people who are fighting

   - Moving a child or young person out of harms way

   - Restraining a child or young person from causing intentional damage to propaerty

   - Self defence ot the defence of others.

OR

3. Did a child or young person   perceive the employee's behaviour or actions as threatening and/ or believe they would suffer harm?

   YES ☐   NO ☐

**YES - TO BOTH PARTS** : The action is **Reportable**.

Ill-treatment

1. Is it alleged that the employee's treatment a of a child was improper, inhumane, cruel or unreasonable ?

OR

2. Is it alleged that the employee's treatment of punishment was unreasonable and seriously inappropriate, unsuitable, used hostile or degrading comments or behaviours towards a child ?

YES ☐   NO ☐   **YES** – The allegation is **reportable.**
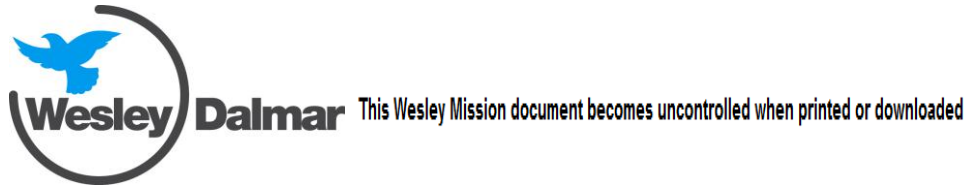
Psychological harm

1. Acts that are hostile, humiliating or belittling.
2. Domestic violence or exposed to Domestic Voilence.
3. Setting unrealistic expectations with threats of harm or loss if these expectations are not met.
4. Scapegoating.
5. Isolating the child by comments/denying the child opportunities to engage in social activities or unreasonably restricting the child's freedom of movement within the environment
6. Exploiting/corrupting the child by promoting/exposing the child to self destructive, antisocial, criminal behaviours such as drug use or violence.
7. Persistent failure to care for and support the child, withholding emotional interactions, being detached from the child and only interacting when absolutely necessary.

The following **must** be present for an allegation of psychological harm:

A description of <u>persistent</u> and targeted behaviour. (Isolated incidents DO NOT usually result in significant psychological harm)

1. Signs of harm

   AND

2. An alleged causal link

For reportable conduct **ALL** of the following must apply

1. Does the employee's behaviour fall in one of the previous 7 points under Psychological harm?

   AND

2. Is the conduct a sustained or repeated pattern of behaviour?

   AND

3. Does the initial allegation claim there was some form of significant psychological harm to the child as a result of the behaviour?

YES ☐   NO ☐   **YES** - the behaviour is **Reportable**

Misconduct

Does the allegation involve behaviour that is inappropriate or is a breach of the Code of Conduct?

YES ☐   NO   ☐

Does the allegation relate to a pattern of inappropriate behaviour which poses a significant risk to the child? (e.g. alcohol abuse or criminal behaviour)

YES ☐   NO   ☐

YES - to **eithe**r the behaviour **Reportable**.

Sexual Misconduct

1. Inappropriate conversations of a sexual nature.
2. Unwarranted and inappropriate touching
3. Sexual exhibitionism
4. Personal correspondence (including electronic communication, e.g. emails and text messages) with a child or young person
5. Exposure of children or young people to the sexual behaviour of others including display of pornography
6. Possession of child pornography
7. Watching children undress e.g. in change rooms when supervision is not required or justified
8. Grooming behaviour (patterns of behaviour aimed at engaging a child as a precursor to sexual assault. It includes strategies such as persuading the child that a "special" relationship exists or the testing of acceptable/professional boundaries)

For sexual misconduct to constitue reportable conduct, the alleged conduct MUST have been committee <u>against, with or in the presence</u> of a child.

Neglect

1. Did the employee fail to provide for the physical and/or emotional needs of the child? Including safety from harm, adequate supervision and provision of medical care.

    YES ☐   NO   ☐

    OR

2. Did the alleged omission cause or have the potential to cause harm to the child?

    YES ☐   NO   ☐

    OR

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3. Did the carer fail to fulfil a duty or obligation arising from the code of conduct, common law or Dalmar policy?

YES ☐   NO ☐

Is the allegation Reportable? ☐ Yes ☐ No

Is an investigation Required? ☐ Yes ☐ No

Name of person completing part 2: _____

Signature: _____

 Role: _____ Date completed: _____