

" ATTACHMENT 26 "

Record of a child abuse allegation, disclosure or concern WITHIN our Organisation

Name of person filling in this form: _____

Section 1

Child or young person who is the subject of the concern or report

Full name _____ Age _____

Possible communication barriers

Parent(s)/caregiver(s)

Name _____

Address _____

Telephone numbers

Home _____ Mobile _____

Work _____

Possible communication barriers

Name _____

Address _____

Telephone numbers

Home _____ Mobile _____

Work _____

Possible communication barriers

The report is based on

a disclosure by the child or young person Yes No

an allegation by a parent/guardian Yes No

concerns or observations by staff or a volunteer Yes No

Person(s) making this report, disclosure or allegation

Name _____

Relationship to the child or young person (where applicable)

Contact details

Name _____

Relationship to the child or young person (where applicable)

Contact details

Representative(s) receiving and coordinating our organisation's response to the allegation

Name _____

Title/role(s) _____

Date _____ Time _____

Name _____

Title/role(s) _____

Date _____ Time _____

Section 2

Report or allegation of child abuse

Allegation Disclosure Report or concern

Name(s) of alleged perpetrator(s) (if known):

Connection of alleged perpetrator(s) to the child or young person
(if known):

Details of the alleged abuse – dates, times, location, a description of behaviour of
the perpetrator, indicators of abuse, possible injuries:

Witness details (if applicable):

Other observations or comments by person making the report:

Section 3

Discussion(s) with the child's family/guardians

Details of any discussions with family in relation to this report – information provided, reactions, concerns and admissions:

Family/guardian advised that notification will be made to child protection authorities? Yes No

Other relevant information:

Section 4

Report to Child Protection

Was Child Protection Report made? Yes No

Name of officer notified _____

Station/department _____

Report to police

Is police notification required? Yes No

Date _____ Time _____

Name of officer notified _____

Station/department _____

Officer's position _____

Contact details _____

Advice provided:

If the matter does not require police intervention – for instance, if it is a ‘less serious’ concern – it will be dealt with internally via our organisation’s complaints resolution process.

Action taken (if any) to ensure the child or young person’s safety:

Action taken to address the support needs of the child or young person and their family (where appropriate):

Action taken in relation to the alleged perpetrator (including support needs):

Action taken to address the support needs of other personnel involved:

Record of a child abuse allegation, disclosure or concern EXTERNAL to our Organisation

Section 1

Child or young person who is the subject of the concern or report

Full name _____ Age _____

Possible communication barriers

Parent(s)/caregiver(s)

Name _____

Address _____

Telephone numbers

Home _____ Mobile _____

Work _____

Possible communication barriers

Name _____

Address _____

Telephone numbers

Home _____ Mobile _____

Work _____

Possible communication barriers

The report is based on

- a disclosure by the child or young person Yes No
- a disclosure/admission by a parent/guardian Yes No
- an allegation by a parent/guardian Yes No
- concerns or observations by staff or a volunteer Yes No

Person(s) making this report, disclosure or allegation

Name _____

Relationship to the child or young person (where applicable)

Contact details

Name _____

Relationship to the child or young person (where applicable)

Contact details

Representative(s) receiving and coordinating our organisation's response to the allegation

Name _____

Title/role(s) _____

Date _____ Time _____

Name _____

Title/role(s) _____

Date _____ Time _____

Section 2

Report or allegation of child abuse

Allegation Disclosure Report or concern

Name(s) of alleged perpetrator(s) (if known):

Connection of alleged perpetrator(s) to the child or young person (if known):

Details of the alleged abuse – dates, times, location, a description of behaviour of the perpetrator, indicators of abuse, possible injuries:

Witness details (if applicable):

Other observations or comments by person making the report:

Section 3

Discussion(s) with the child's family/guardians

Details of any discussions with family in relation to this report – information provided, reactions, concerns and admissions:

Family/guardian advised that notification will be made to child protection authorities? Yes No

Other relevant information:

Section 4

Report to child protection authorities

Child protection authority notified: Yes No

Date _____ Time _____

Name of person notified _____

Department/region _____

Person's position _____

Contact details _____

Advice provided:

Interim action taken (if any) to ensure the child or young person's safety:

Interim action taken to address the support needs of the child or young person and their family (where appropriate):

Interim action taken to address the support needs of other personnel involved:
