

Child Safe Standards Incident Report

All incident reports must be stored securely, and password protected to maintain confidentiality. Please contact the Child Safety Officer when lodging this report to communicate any protections added to the document.

If you believe you or the person you are reporting on behalf of is at immediate risk of abuse phone 000.

Incident details

Date of incident:	
Time of incident:	
Location of incident:	
Date Identified (if different from date of incident)	

Are you reporting on behalf of yourself or another person?	Myself	Someone else
Name(s)/Detail of young people/persons involved:		
Name(s) of staff/student/volunteer involved:		

Please categorise the incident

Physical violence

Sexual offence

Sexual misconduct

Serious emotional or psychological abuse

Serious neglect

Grooming

Breach of the RTO's Child Safe Code of Conduct

Reportable Conduct

Make Selection	Comments

Do you or the person you are reporting on behalf of identify as Aboriginal or Torres Strait Islander?

(Mark with an 'X' as applicable)

No Yes, Aboriginal Yes, Torres Strait Islander

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Are you or the person you are reporting on behalf of from a culturally or linguistically diverse background?

(Mark with an 'X' as applicable)

No

Yes, please provide details:

Do you or the person you are reporting on behalf of have a disability?

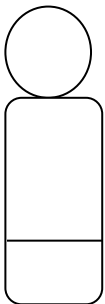
A disability can be any physical, sensory, neurological disability, acquired brain injury, intellectual disability, or developmental delay that affects a person's ability to undertake everyday activities.

(Mark with an 'X' as applicable).

No

Yes, please provide details:

Please describe the incident

Overview:	
When did it take place and what were the circumstances:	
Who was involved?	
What did you see / hear?	
	
Other information:	

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Details of person reporting the incident:

Name of person reporting the incident:	
Department of reporter (if/where applicable):	
Contact Details of reporter:	

Signature:

Office use only:

Date incident report received:		
Staff member managing incident:		
Incident ref. number:		
Has the incident been reported?	Date Notified	Comments
Child protection		
Police		
Commission for Children and Young People		
Another third party (please specify):		

Proposed corrective action and mitigation plan:

Action	Responsible Person	Date (Completion)	Status