



MLC CHILD PROTECTION INCIDENT REPORT FORM

RESPONDING TO SUSPECTED CHILD ABUSE

The Child Safe Standards require organisations that provide services for children to have processes for responding to and reporting suspected child abuse. This form can be used by a staff member or provided to a child or their family if they disclose an allegation of abuse or safety concern.

All MLC Child Protection Incident Report forms relating to suspected child abuse will be stored securely.

Report details

Who is completing this form? (click to select)	<input type="checkbox"/> MLC Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Agency Staff <input type="checkbox"/> Volunteer <input type="checkbox"/> Student/Child <input type="checkbox"/> Parent/Guardian
Time/Date of Report:	
Date of (click to select): <input type="checkbox"/> Disclosure <input type="checkbox"/> Incident <input type="checkbox"/> Suspicion	Click or tap to enter a date.
Location:	
Name(s) of child/children involved:	
School / Year Level:	
Name(s) of additional individuals involved:	

If you believe a child is at immediate risk of abuse phone 000.

1. Does the child identify as Aboriginal or Torres Strait Islander?

- No
- Yes, Aboriginal
- Yes, Torres Strait Islander

2. Please categorise the suspected abuse:

- Physical violence
- Sexual offence
- Serious emotional or psychological abuse
- Serious neglect

3. Grounds for your belief that a child has been or is at risk of abuse.

Please describe details of the disclosure, incident or suspicion of child abuse, including: names, times and dates, documenting a child's exact words, as far as possible.

4. Incident reporter wishes to remain anonymous ?

- Yes
- No

If no, name of reporter: _____

This form is to be handed to a 'Designated Contact' as soon as practical.

DESIGNATED CONTACT TO COMPLETE

Date report received:	
Staff member managing incident:	
Comments/Notes:	

**MLC COUNSELLOR TO COMPLETE IN CONSULTATION WITH HEAD OF SCHOOL
(refer to the procedure in the MLC Child Protection Policy)**

1. Reporting to Authorities

		Name of person who took your report	Date and Time
AUTHORITY (tick the authorities you have reported to)	<input type="checkbox"/> Police		
	<input type="checkbox"/> DHHS Child Protection		
	<input type="checkbox"/> Child First		
Decision not to report <i>If you did not report to an authority, list the reasons for this decision here. (Who was consulted?)</i>			
Reporting Internally MLC <i>Provide details of any discussion had with school leadership regarding report or concerns about safety of the student. (Who? Time, Date, outcome/recommendations)</i>			
Outcome of Report			
Follow Up actions undertaken			
Review of existing Child Safe risk assessment controls			

2. Contacting Parents/Carers

School staff must consult with Victoria Police and/or DHHS Child Protection to determine if it is appropriate to contact parents. If it is, parents must be contacted as soon as possible (preferably on the same day of the disclosure, incident or suspicion).

<p>Have you sought advice from DHHS Child Protection or Victoria Police?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Is it appropriate to contact parent/carer?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>List reason if it is not appropriate to contact parent/carer:</p>
<p>Provide details of your discussion with parent/carer's (if appropriate)</p>
<p>Name of staff member making call:</p>
<p>Name of parent/carer receiving the call:</p>
<p>Discussion outcomes:</p>

**This document is to be uploaded to MLC Connect by Head of School at Level 5 security.
Hard copy to be kept in counselling file.**

DOCUMENT DETAILS

Title:	MLC Child Protection – Incident Report Form
Author(s):	Director of Student Wellbeing
Approver:	Vice Principal
Owner (responsible for review):	Director of Student Wellbeing
Other staff involved in review:	Coordinator Student Counselling
Created:	October 2016
Review Timeline:	Biennial
Document location:	Principal's Administration

VERSION CONTROL

Version	Date	Description
V1	Oct 2016	Document created to meet legislative requirements
V2	May 2019	Minor updates

AUDIENCE

MLC staff
Family/guardian/volunteer

PUBLICATION LOCATION

MLC Staff
myMLCfamily