



## Sisters of Saint Joseph of the Sacred Heart Child Safety Reporting Form

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

Send completed form to [childsafeguarding@sosj.org.au](mailto:childsafeguarding@sosj.org.au).

- If person making report is a Workplace Participant, form must be sent to local Regional Leader if located within the Region.
- Workplace Participants at the Congregational Administration Centre must send report to the Interim Chief Operations Officer / General Manager.
- Report must be made to relevant state-based statutory child protection service (see contact details page 4).

All incident reports must be stored confidentially and securely.

### Details of the child

Name:	
Date of birth (if known):	
Address (if known):	
Child's contact number (if known and age appropriate):	
Resides with (if known):	

### Details of the child's parents

Name:	
Address (if known):	
Contact number (if known):	

### Details of person filling in this form

Name:	
Contact Details:	
Role	Indicate selection via X <input type="checkbox"/> Child <input type="checkbox"/> Workplace Participant <input type="checkbox"/> Parent / carer / guardian <input type="checkbox"/> Concerned member of the community <input type="checkbox"/> Anonymous

### Alleged incident details

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



## Please describe the alleged incident

<b>Overview:</b>  <b>What do you understand to have occurred? Please provide as much detail as possible.</b> <b>If a child has made a disclosure, please include the words the child used to disclose the alleged incident.</b>	
<b>Who is the child allegedly at risk from? Identifying details if possible, including name and relationship to child and frequency of contact.</b>	
<b>Where did the alleged incident occur?</b>	
<b>Witnesses to the alleged incident?</b>	
<b>Other information:</b>	



## Please categorise the incident

	Make Selection	Comments
Physical violence	<input type="checkbox"/>	
Sexual offence	<input type="checkbox"/>	
Sexual misconduct	<input type="checkbox"/>	
Serious emotional or psychological abuse	<input type="checkbox"/>	
Serious neglect	<input type="checkbox"/>	
Grooming	<input type="checkbox"/>	
Breach of SOSJ's Child Safeguarding Code of Conduct	<input type="checkbox"/>	
Reportable Conduct	<input type="checkbox"/>	

## Proposed corrective action and mitigation plan

Action	Responsible Person	Date (Completion)	Status

## Does the child identify as Aboriginal or Torres Strait Islander?

(Mark with an 'X' as applicable)

No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐

## Is the child from a culturally or linguistically diverse background?

(Mark with an 'X' as applicable)

No ☐ Yes, please provide details:

## Does the child have a disability?

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

(Mark with an 'X' as applicable).

No ☐ Yes, please provide details:



## Office use only

<b>Date incident report received:</b>		
<b>Person managing incident:</b>		
<b>Incident ref. number:</b>		
<b>Has the incident been reported?</b>	<b>Date Notified</b>	<b>Comments</b>
<b>Child protection</b>		
<b>Police (Event number if known)</b>		
<b>Another third party (please specify):</b>		

## State

## Contact

Australian Capital Territory	CYPS on 1300 556 729 or 1300 556 728 if you are a mandatory reporter
New South Wales	Child Protection Helpline on 132 111
Northern Territory	Department on 1800 700 250
Queensland	
Brisbane	1300 682 254
Central Queensland	1300 703 762
Far North Queensland	1300 684 062
Ipswich	1800 316 855
North Coast	1300 703 921
North Queensland	1300 706 147
South East	1300 679 849
South West (Darling Downs)	1300 683 390
After hours	1800 177 135
South Australia	Child Abuse Report Line (CARL) on 13 14 78
Tasmania	Department's Advice and Referral Line on 1800 000 123
Victoria	
North Division intake	1300 664 977
South Division intake	1300 655 795
East Division intake	1300 360 391
West Division intake - metropolitan	1300 664 977
West Division intake - rural and regional	1800 075 599
For after hours	call 13 12 78. Ask for Child Protection
Western Australia	Department on 1800 273 889 or lodge an online written report through the Mandatory Reporting Information System (MRWeb)