



Sisters of Saint Joseph of the Sacred Heart Safety Reporting Form

If you believe an adult at risk or child is at immediate risk of abuse phone 000.

SOSJ recognises that it may be difficult to bring forward a concern or complaint, however we encourage you to do so. Your concern or complaint will be taken seriously and managed with respect and integrity. If you would like support to raise your concern or complaint, please contact the Safeguarding and Professional Standards team on MOB: 0488 041 015

Send completed form to childsafeguarding@sosj.org.au. Additionally;

- Allegations of child abuse / harm must be reported 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 adult at risk or child

Name:	
Date of birth (if known):	
Address (if known):	
Adult at risk / child contact number (if known and age appropriate):	
Resides with (if relevant & known):	

Details of the child's parents or adult at risk's legal guardian (if relevant)

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"/> Self <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

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



Please categorise the incident

	Make Selection	Comments
Physical violence		
Sexual offence		
Sexual misconduct		
Serious emotional or psychological abuse		
Serious neglect		
Grooming		
Breach of SOSJ's Adult and Child Safeguarding Code of Conduct		
Reportable Conduct		
Other		

Proposed corrective action and mitigation plan

Action	Responsible Person	Date (Completion)	Status

Does the adult at risk / child identify as a First Nations person?

(Mark with an 'X' as applicable)

No Yes, Aboriginal Yes, Torres Strait Islander

Is the adult at risk / child from a culturally or linguistically diverse background?

(Mark with an 'X' as applicable)

No Yes, please provide details:

Does the adult at risk / child have a disability or require special support?

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

Date incident report received:		
Person managing incident:		
Incident ref. number:		
Has the incident been reported?	Date Notified	Comments
Regulated state-based agency		
Police (Event number if known)		
Another third party (please specify):		

National Contact

Aged Care Quality and Safety Commission	1800 951 822
NDIS Quality and Safeguards Commission	1800 035 544
<i>For State-based Adults at Risk Reporting please see the relevant State information in Reporting Procedures section</i>	

State Contact

Australian Capital Territory	Children, Youth and Families on 1300 556 729
New South Wales	Child Protection Helpline on 132 111
Northern Territory	Department of Children & Families – Child Protection Services on 1800 700 250
Queensland	Department of Families, Seniors, Disability Services and Child Safety Enquiries Unit on 1800 811 810 or After Hours on 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	Department of Families, Fairness and Housing - Department of Families & Children
North Division intake	1300 598 521
South Division intake	1300 555 526
East Division intake	1300 360 452
West Division intake	1300 360 462
For after hours	call 13 12 78. Ask for Child Protection
Western Australia	Department of Communities – Child Protection and Family Support on 1800 273 889 or lodge an online written report through the Mandatory Reporting Information System (MRWeb)