**Newport Ladies Lacrosse Club**

**Incident Report**

**This document can be provided to a child or their family if they disclose an allegation of abuse or safety concern in your sport. Members and volunteers can also use this resource to record disclosures. All incident reports must be stored securely.**

**If a child is in imminent or immediate danger, call 000 immediately.**

# Incident details

|  |  |
| --- | --- |
| **Date of incident:** |  |
| **Time of incident:** |  |
| **Location of incident:** |  |
| **Name(s) of child/children involved:** |  |
| **Name(s) of staff/volunteer involved:** |  |

# Does the child identify with any of the following:

(Mark with an ‘X’ as applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| **Aboriginal descent** |  | **Torres Strait Islander descent** |  |
| **Culturally & Linguistically Diverse background** |  | **Disability** |  |

# *Why is this information important? The Royal Commission advises that some children are more vulnerable to abuse, based on various factors including age, gender, ethnicity, disability, and prior abuse or neglect. This information identifies if any additional assistance may be required through the reporting and support process.*

# Please categorise the incident:

|  |  |
| --- | --- |
| **Physical abuse** |  |
| **Sexual abuse** |  |
| **Serious emotional or psychological abuse** |  |
| **Serious neglect** |  |
| **Racial, cultural or religious abuse** |  |

# Please describe the incident

|  |  |
| --- | --- |
| **When did it take place?** |  |
| **Who was involved?** |  |
| **What did you see?** |  |
| **What did you hear?** |  |
| **Other information** |  |

# Office/Administration use:

|  |  |
| --- | --- |
| **Date incident report received:** |  |
| **Staff member/Volunteer managing incident:** |  |
| **Follow-up date:** |  |
| **Incident ref. number:** |  |

# Has the incident been reported to:

|  |  |
| --- | --- |
| **Child protection** |  |
| **Police** |  |
| **Child Safety Officer** |  |
| **Another third party (i.e. Club Committee, State Sport Association Staff or Commission for Children and Young People):** |  |

# *For information on what and how to report, refer to the Commission for Children and Young People* [*website*](https://ccyp.vic.gov.au/child-safety/what-can-i-report-to-the-commission/)

# Incident reporter wishes to remain anonymous?

(Mark with an ‘X’ as applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** |  | **No** |  |