

TARGET RIFLE VICTORIA

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. Staff and volunteers can also use this resource to record disclosures. All incident reports must be stored securely.

- Incident details

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

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

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

(Mark with an 'X' as applicable)

No		Yes, Aboriginal		Yes, Torres Strait Islander	
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- Please categorise the incident

Physical violence	
Sexual offence	
Serious emotional or psychological abuse	
Serious neglect	

- **Please describe the incident**

When did it take place?	
Who was involved?	
What did you see?	
Other information	

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- **Office/Administration use:**

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

- **Has the incident been reported?**

Child protection	
Police	
Another third party (please specify):	

- **Incident reporter wishes to remain anonymous?**

(Mark with an 'X' as applicable)

Yes		No	
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