

Attachment 4: Reporting forms



Epsom Football Club (EFC) - Incident Report

For more information on the process BEFORE filling out this form; please see Epsom FC Grievance & Complaints Policy and Epsom FC Member Protection Policy accessible via our website Epsomfc.com.au

The Child safe / EFC Member protection policy / EFC Grievance policy standards require the EFC to have processes for responding to and reporting of **ALL incidents of concern** and suspected child abuse. EFC provides this resource to all members, parents, child or their family if they disclose an allegation of abuse or incident of concern within the Club. The EFC committee, coaches and team managers may also use this incident report form to record disclosures. *All incident reports must be stored securely.*

REPORTER CONTACT DETAILS

Name:	
Address:	
Phone Number:	
Email Address:	

INCIDENT REPORTER WISHES TO REMAIN ANONYMOUS?

(Mark with an 'X' as applicable)

Yes No

INCIDENT DETAILS

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

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

DOES THE PERSON IDENTIFY AS ABORIGINAL OR TORRES STRAIT ISLANDER?

(Mark with an 'X' as applicable)

No Yes, Aboriginal Yes, Torres Strait Islander

PLEASE CATEGORISE THE INCIDENT

Physical violence	<input type="checkbox"/>
Sexual offence	<input type="checkbox"/>
Serious emotional or psychological abuse	<input type="checkbox"/>
Serious neglect	<input type="checkbox"/>
Verbal abuse	<input type="checkbox"/>
Personality Clash	<input type="checkbox"/>
Social Media / Digital Bullying or Harassment	<input type="checkbox"/>

PLEASE DESCRIBE THE INCIDENT

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

PARENT/CARER/CHILD USE

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

OFFICE USE:

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

HAS THE INCIDENT BEEN REPORTED?

Child protection	
Police	
Another third party (please specify):	

FURTHER INFORMATION

Further information on [child safe standards](#) can be found on the Department of Health and Human Services' website

www.dhs.vic.gov.au/about-the-department/plans.-programs-and-projects/projects-and-initiatives/children.-youth-and-family-services/creating-child-safe-organisations