

Anonymous Incident Reporting Form

1. Please indicate what you are reporting:

- I have concerns about Abuse that may be occurring (complete sections 2 and 3)
- I was involved with an incident with a student (complete sections 2 and 4)
- I was witness to an incident with a student (complete sections 2 and 4)
- I have received an allegation of Abuse (complete sections 2 and 5)
- A student has told me that they are being Abused (complete sections 2 and 5)

2. Student information:

Name of student concerned:

Capacity in which student is known to you:

Any other useful information relating to the student: (e.g. home address, date of birth):

Is the student aware of this report? Yes
No

3. Concerns Abuse may be occurring:

Please use the space below to record the concerns that you may have regarding a student or adult who has contact with children. This may include physical abuse, emotional abuse, sexual abuse, or neglect.

4. Incident with a student:

Please indicate which of the following has occurred:

- I accidentally hurt a student
- A student misinterpreted or misunderstood something I have done
- I used reasonable physical restraint
- I was a witness to one of the above (please indicate which one)

Please provide further information, including any action that you may have taken so far and the reason for doing so.

5. Allegation/disclosure of Abuse:

Allegation received from:

Allegation received on:

Name of person about whom allegation has been made:

Please use the space below to record the details of the allegation or disclosure you received. This should be a factual account of the information you have received only. Do not include assumptions or opinions of others. Make sure you record details of dates and times and any other potentially useful information. If the disclosure is coming from a student who is claiming they are abused, the conversation should be recorded in their own words.