



# INCIDENT REPORT FORM

The child safe standards require that the Bright Tennis Club (BTC) provides clear processes for responding to and reporting child safety concerns or child abuse. The Incident Report forms part of this process. All persons involved in the BTC have an obligation by law to report any reasonable belief that an instance of child sexual abuse has occurred.

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 Club Member/volunteer/parent involved:	

If you believe a child is at immediate risk of physical or sexual abuse phone child protection on 1300 360 391 or 13 12 78 after hours or Police on 000.

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

(Mark with an 'X' as applicable)

No	<input type="checkbox"/>	Yes, Aboriginal	<input type="checkbox"/>	Yes, Torres Strait Islander	<input type="checkbox"/>
No	<input type="checkbox"/>			Yes, Disability	<input type="checkbox"/>
No	<input type="checkbox"/>	Yes, Culturally and/or linguistically diverse child			<input type="checkbox"/>

## Please categorise the incident

Physical Environment (ie Health/Hygiene issues)

Inappropriate/special relationships between adult/child

Breach of the Code of Conduct

Physical Violence or suspicion or belief of Physical Violence

Serious emotional or psychological abuse

Sexual offence

Other




**Please describe the incident**

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

**Office use:**

Date incident report received:	
Committee member managing incident:	
Date BTC President notified:	
Follow-up date:	

**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