



Child Safe Report

Title	Content
Name	Who is writing the report
Who reported the incident	
Who does the incident involve	
Date of incident	
Date incident was reported	

Title	Content
Location of incident	
Location and method of reporting	
Immediate actions taken to ensure child or young person's safety	Was the child or young person moved to a safe area? were they reassured? Was the alleged perpetrator removed from the vicinity? were 000 contacted? what emergency services were requested?
What was the allegation	<p>Ensure no additional questions are asked that may impede future investigations or prosecution.</p> <p>Be descriptive of all that was said, who was present, the exact location of and the appearance of the child and perpetrator if known (were they upset, distressed, dishevelled, noticeably injured, etc?)</p>
Child Safety Officer Contacted	<p>Who was contacted at what time and by which method?</p> <p>Were any other people contacted or involved in managing the situation?</p>
<p>This document is to be saved as a pdf by the person completing the report. Any additional notes are to be saved as a copy of the original document and it is to be noted as a COPY OF ORIGINAL CHILD SAFE REPORT</p>	
Follow up notes	Include date of any follow up notes