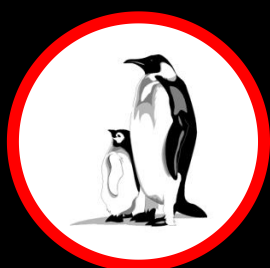




**Moe Amateur Swimming  
Club  
Member Pack  
2022/23**



**Moe Amateur Swimming Club  
Club Information**

### **History of the Moe Amateur Swimming Club (MASC)**

The Moe Amateur Swimming Club was established in 1963 by the Mackenzie family of Moe. Ken Mackenzie was the coach of the club and his wife Sarah gave learn to swim lessons. When the club first opened there were approximately 300 members.

The Moe outdoor pool was first opened in 1963. This was built with donations from local businesses in the community, families involved in swimming and the State Electricity Commission. Prior to the pool being built, the community enjoyed a leisurely swim in the water hole at the Edward Hunter Reserve.

Currently the Moe Amateur Swimming Club have the most swimmers registered since the late 1990's.

The Moe Amateur Swimming Club are a family friendly club and caters for all swimmers of all abilities. Swimmers have the option to train for fitness, fun or for competition. We currently have 2 coaches who are both ASCTA licensed Bronze level accredited. Training sessions are available over 3 weekdays.

### **Vision Statement**

Moe Amateur Swimming Club exists to develop, encourage and provide the community the opportunity to train for fitness, fun or competition. We endeavour to instil a life-long love of swimming through an all-inclusive, friendly club atmosphere and to build a program of excellence in training, team unity, character development and family support, where every swimmer can achieve their potential and compete at the highest level.

### **Mission Statement**

The Moe Amateur Swimming Club seeks to:

Provide excellence in professional coaching and programs to develop individuals to the best of their abilities to compete at the highest levels

- Provide an atmosphere that inspires swimmers to achieve their maximum potential through a strong work ethic, discipline, self-motivation and self-esteem
- Develop team unity where everyone encourages and takes pride in each other at all levels of competition
- Teach and develop life skills through involvement with competitive swimming
- Improve as a club each year, in swimmer's personal development, size and competition
- Provide swimmers the opportunities to grow and succeed to their highest level
- Instil a lifelong love of swimming through enjoyment and accomplishment at all levels of swimming.

### **How to stay up to date with all club news and events:**

Facebook page: <https://www.facebook.com/moeswimmingclub/>

Website: <https://moe.swimming.org.au/>



# Moe Amateur Swimming Club

## Club Fees

### Moe Amateur Swimming Club Fees

Club fees are invoiced per term and cover the cost of the coaching services. Club fees for the 2022/23 season are as follows:

Transition squad	\$80 per term
Development squad	\$130 per term
Target squad	\$160 per term
Over 16	\$100 per term

Invoices for club fees are sent out via email and are to be paid within 14 days of the invoice being issued. Please ensure your contact details are correct in Swim Central.

The Club offers a multi-swimmer family discount if you have more than one swimmer in your family, you will receive a discount off each additional child's fees. This will see you charged the full fee for the swimmer in the highest group and a 10% discount off your second swimmers' fee and 20% off your third swimmers' fee.

In addition to club fees, all swimmers must pay pool entry. Latrobe Leisure offer visit passes to the pool, in multiples of 10, which equate to a 10% discount (1 swim free per 10 purchased). There is also the option of a Moe Swimming Club pool membership. Please see our Secretary to obtain the required letter to set this up with Latrobe Leisure.

### Swimming Victoria (State) Membership

All swimmers, coaches and committee members must register for a Swimming Victoria membership each year in order to be covered by insurance for training and participation in competitions.

Memberships commence on the 1st of July each year and expire on the 30th of June the following year. This cost is not covered by the club fees.

A parent/guardian of each swimmer must also register as a Dry member at a cost of \$15.00

All swimmers need to be covered by insurance:

- 22/23 Swimmer (8 years and under) \$125.00
- 22/23 Swimmer (9 years and over) \$135.00

**NOTE:** The above prices are set by Swimming Victoria and change on seasonal basis.

If Swimming Victoria fees are NOT paid by July 14th, the swimmer will not be able to participate in training until this has been amended.

To sign up, please head to <https://swimcentral.swimming.org.au/>

If you have any questions, please contact our Club' Registrar:  
[moeswimmingclub.registrar@gmail.com](mailto:moeswimmingclub.registrar@gmail.com).



# Moe Amateur Swimming Club Fee Reduction Policy

## Fee Reduction Policy

As a club we understand that there may be situations where a swimmer may not be able to attend training for a full term due to injury, health reasons, family holidays, a change in family circumstances, financial hardship, or extenuating circumstances.

In these instances, the Moe Swimming Club requests that all requests regarding fee reductions are made in writing to the Club Secretary at [moeswimmingclub@gmail.com](mailto:moeswimmingclub@gmail.com).

Requests will be raised for review and decisions at the next scheduled committee meeting. All decisions will be communicated in writing (email) back to the requestor.

Decisions will be made based on the below criteria:

- *If a swimmer attends 50% or more of available training sessions in the term to be billed, full fees are to be paid.*
- *If a swimmer attends less than 50% of the available training sessions in the term billed, fees are to be paid unless:*
  1. *The swimmer is injured/unwell and provides a certificate from a medical practitioner; or*
  2. *The swimmer is going on a family holiday for 4 weeks or longer, which requires at least 2 weeks' notice; or*
  3. *The swimmer experiences a change in family circumstances, financial hardship or extenuating circumstances, a request can be made to the committee for a fee reduction decision.*
- *If a swimmer chooses not to attend available training sessions of their own doing, full fees are to be paid.*





## Moe Amateur Swimming Club Privacy Statement

The personal information requested on this form is being collected by Moe Amateur Swimming Club for the purpose of enrolling you as a member of said club. The information you provide will be used solely by Moe Amateur Swimming Club for that primary purpose or directly related purposes.

The information relating to any health issues is required so the coaches will be able to give you the best support available. This information will be used solely by Moe Amateur Swimming Club for that primary purpose or directly related purposes.

If you choose not to provide this information, then we will be unable to enrol you as a member of said club. The applicant understands that the personal and health information provided is for the reasons outlined above. Any amendments of the information provided must be done as soon as possible.

In the event of an illness or accident where I am unable to be contacted, I consent to my child receiving any medical or surgical treatment deemed necessary by a medical practitioner. I authorise the coach in charge to administer first aid as deemed necessary.

I have read and understand the above conditions and agreements.

**Swimmer Name:** \_\_\_\_\_

**Swimmer Signature:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Moe Amateur Swimming Club Photograph / Video release

We at Moe Amateur Swimming Club adhere to the following photograph policy as set out by Swimming Australia in the Safe Sport Framework which you can find at:

[https://swimmingausprd.wengine.com/wp-content/uploads/mar\\_2022\\_swimming\\_-\\_nif\\_child\\_safeguarding\\_policy.pdf](https://swimmingausprd.wengine.com/wp-content/uploads/mar_2022_swimming_-_nif_child_safeguarding_policy.pdf)

### **Photographs of Children or Young People**

Under these guidelines:

- Children or Young People in our Sport are to be photographed by Persons of Positions of Authority while involved in Swimming Australia or its Clubs' service, activity, event or facility only if:
  - prior approval has been granted by the relevant Child or Young Person or the parents/guardian of the relevant Child or Young Person; or
  - the relevant Child or Young Person or their parent/guardian has provided their verbal consent to the person proposing to take the relevant photograph.

And:

- the context is directly related to participation in our Sport;
- the Child or Young Person is appropriately dressed and posed; and
- the image is taken in the presence of other Persons in Positions of Authority.
- Images are not to be distributed (including as an attachment to an email) to anyone outside Persons in Positions of Authority other than the Child or Young Person photographed or their parent/carer, without knowledge and approval of a Senior Person.
- Images (digital or hard copy) are to be stored by Swimming Australia and Clubs in a manner that prevents unauthorised access by others, for example:
  - if in hard copy form, in a locked drawer or cabinet; or
  - if in electronic form, in a 'password protected' folder.
- Images (digital or hard copy) are to be destroyed or deleted by Swimming Australia and Clubs as soon as they are no longer required.
- images are not to be exhibited on Swimming Australia or its Clubs' websites or other digital mediums without parental/carer approval, or such images must be presented in a manner that de-identifies the Child or Young Person. Any caption or accompanying text may need to be checked so that it does not identify a Child or Young Person if such identification is potentially detrimental.

Our club policy is to only photograph our swimmers when in action, swimming or when appropriately clothed in a top and pants/shorts, preferably their club uniform. During the process of joining Swimming Victoria the following statement is part of the terms and conditions with which you agreed:

*Use of Image: You acknowledge and consent to photographs and electronic images being taken of you during your participation in Swimming Activities. You acknowledge and agree that such photographs and electronic images are owned by the relevant Swimming Organisation and the Swimming Organisation may use the photographs for promotional or other purposes without your further consent being necessary.*

However, if you would prefer your child to not be photographed please advise the Club Secretary or our Head Coach.



# Moe Amateur Swimming Club Swimmer Code of Behaviour

This Code of Behaviour shall apply to all swimmers at the Moe Amateur Swimming Club.

Please read through the below Code of Behaviour with your child and explain each point, then sign and return to the club.

## SWIMMERS CODE OF BEHAVIOUR

Moe Amateur Swimming Club Members agree to:

- a) Be aware of and follow Swimming Australia's standards, rules and policies at all times
- b) Give your best at all times
- c) Be a good sport
- d) Be a positive role model
- e) Work equally hard for myself and my team
- f) Never use aggressive behaviour or abusive language
- g) Use the appropriate rules and guidelines to resolve a dispute
- h) Never argue with an official
- i) Applaud good performances whether they are made on our team or the opposition
- j) Treat all swimming participants as I would like to be treated
- k) Never bully or take unfair advantage of another team member or competitor
- l) This includes verbal and physical bullying and bullying via text messaging or social media
- m) Cooperate with my coaches, teammates, opponents, management event staff and officials
- n) Participate for my own enjoyment and benefit, not to satisfy the expectations of others
- o) Respect the rights, dignity and worth of all participants regardless of their gender, ability, ethnicity, cultural background or religion
- p) Refrain from any form of abuse, discrimination, harassment or victimisation towards others.

I have read the above Swimmers Code of Behaviour and agree to comply with its direction. I understand that disciplinary action may be taken against me by the Club if I fail to abide by the Code of Behaviour at all times.

Swimmer Name: \_\_\_\_\_

Swimmer Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# Moe Amateur Swimming Club

## Child Safe Code of Conduct

The Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps members and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. This Code of Conduct applies to all people involved in Moe Amateur Swimming Club's activities, including coaches, officials, volunteers and parents.

All Moe Amateur Swimming Club members and volunteers are responsible for promoting the safety and wellbeing of children and young people by:

- Adhering to our Child Safe Policy, this Code of Conduct and other club policies
- Taking all reasonable steps to protect children from abuse
- Treating everyone with respect, including listening to and valuing their ideas and opinions
- Welcoming all children, their families and carers and being inclusive
- Respecting cultural, religious and political differences and acting in a culturally sensitive way, particularly when interacting with children who are Aboriginal, Torres Strait Islanders or otherwise culturally or linguistically diverse and those with a disability
- Modelling appropriate adult behaviour
- Listening to children and responding to them appropriately
- Reporting and acting on any breaches of this Code of Conduct, complaints or concerns appropriately and treat them seriously and with respect
- Complying with our guidelines on physical contact with children
- Working with children in an open and transparent way – other adults should always know about the work you are doing with children
- Respecting the privacy of children and their families, and only disclosing information to people who have a need to know.

Moe Amateur Swimming Club members and volunteers **MUST NOT**:

- Seek to use children in any way to meet the needs of adults
- Ignore or disregard any concerns, suspicions or disclosures of child abuse
- Use prejudice, oppressive behaviour or language with children
- Engage in rough physical games
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes
- Develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention
- Have unauthorised contact with children and young people online or by phone.

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to the Moe Amateur Swimming Club's Child Safety Officer below:

**Matt Denison**

**Phone number:** 0418 105 691

**Email:** [moeswimmingclub.registrar@gmail.com](mailto:moeswimmingclub.registrar@gmail.com)

This Code of Conduct will be reviewed by the Moe Amateur Swimming Club committee annually.



# Moe Amateur Swimming Club Child Safe Policy

## **Purpose**

This policy was written to demonstrate the strong commitment of the management, committee and volunteers of the Moe Amateur Swimming Club (**the Club**) to child safety and to provide an outline of the policies and practices the Club has developed to keep everyone safe from any harm, including abuse.

## **Commitment to Child Safety**

All children who are a part of the Club have a right to feel and to be safe. The welfare of the children in our care will always be our first priority and the Club has a zero tolerance to child abuse.

The Club aims to create a child safe and child friendly environment where children feel safe and have fun and the Club's activities are always carried out in the best interests of the children.

## **Application of this Policy**

This policy was developed by the Club.

This policy applies to all individuals involved in our organisation (paid and volunteer) including, but not limited to:

- Administrators
- Coaches
- Officials
- Participants
- Parents
- Spectators.

All of the people to which this policy applies have a role and responsibility in relation to child protection. They must all:

- Understand the indicators and risks of child abuse;
- Appropriately act on any concerns raised by children; and
- Understand and follow all applicable laws in relation to the protection of children and reporting or management of child safety concerns.

## **Child Abuse**

Child abuse can take a broad range of forms including physical abuse, sexual abuse, emotional or psychological abuse and neglect. People to whom this policy applies need to be aware that child abuse can occur whenever there is actual or potential harm to a child, and these are circumstances that the Club is committed to reducing the risk of occurrence.



# Moe Amateur Swimming Club Child Safe Policy

### **Children's Rights to Safety and Participation**

The Club encourages children to express their views about their safety. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all children who use our services to 'have a say' about things that are important to them.

We teach children about what they can do if they feel unsafe. We listen to and act on any concerns children, or their parents, raise with us.

### **Valuing Diversity**

We value diversity and do not tolerate any discriminatory practices. To achieve this, we:

- Promote the cultural safety, participation and empowerment of Aboriginal, Torres Strait Islander children and their families;
- Promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds and their families;
- Welcome children with a disability and their families and act to promote their participation; and
- Seek appropriate staff from diverse cultural backgrounds.

### **Recruiting staff and volunteers**

The Club takes the following steps to ensure best practice standards in the recruitment and screening of staff and volunteers:

- Interview and conduct referee checks on all staff and volunteers
- Require police checks and Working with Children Checks for relevant positions
- Our commitment to Child Safety and our screening requirements are included in all advertisements and as part of the induction process for new staff or volunteers.

### **Supporting staff and volunteers**

The Club seeks to attract and retain the best staff and volunteers. We provide support and supervision, so people feel valued, respected and fairly treated. We have developed a Code of Conduct to provide guidance to our staff and volunteers, all of whom receive training on the requirements of the Code.



## **Moe Amateur Swimming Club Child Safe Policy**

### **Reporting a child safety concern or complaint**

The Club has appointed **Matt Denison** as Child Safety Officer with the specific responsibility for responding to any complaints made by staff, volunteers, parents or children. Matt can be contacted at:

**Phone number:** 0418 105 691

**Email:** [moeswimmingclub.registrar@gmail.com](mailto:moeswimmingclub.registrar@gmail.com)

Our complaints process is outlined in Club Grievance procedure.

### **Risk Management**

We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this to inform our policy, procedures and activity planning. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

To reduce the risk of child abuse occurring, adults to whom this policy applies should avoid direct, unsupervised contact with children. For example, this should be a consideration when:

- Using change room facilities;
- Using accommodation or overnight stays;
- Travel; or
- Physical contact when coaching or managing children.

### **Reviewing this policy**

This policy will be reviewed every two years and we undertake to seek views, comments and suggestions from children, parents, carers, staff and volunteers involved in the Club.



## **Moe Amateur Swimming Club Grievance Procedure**

The Moe Amateur Swimming Club is committed to providing a pleasant social environment for all swimmers, parents, guardians, and members. We acknowledge, however, that things do not always go smoothly, and that people can sometimes feel aggrieved about something that is happening at the Club.

The purpose of this policy is to provide a procedure by which swimmers, parents/guardians and members can have their grievances addressed.

### **What is a grievance?**

A person who is involved with Moe Amateur Swimming Club may have a grievance about a decision, behaviour, act, or omission that they feel is unfair, inappropriate, discriminatory, or unjustified. They can use the Grievance Procedure to have the issue heard and addressed.

### **Key elements of our grievance procedure**

The following are the key elements of our Grievance Resolution Procedure:

- **HONESTY & INTEGRITY.** It is important that at all times, any complaints are kept to the actual facts, with complete clarity and transparency. Hearsay conversations will not be accepted.
- **IMPARTIALITY.** If you make a complaint, it will be investigated in a fair and impartial manner. No judgments or assumptions will be made, and no action will be taken until the investigation is complete. If a complaint is made against you, your rights will be protected, and you will be given an opportunity to tell your side of the story.
- **CONFIDENTIALITY.** You can feel secure that if you do make a complaint under this policy, it will remain confidential. The only people who will have access to information about the complaint will be the person making the complaint and the person(s) investigating the complaint (member/s of the Executive Committee).
- **NO VICTIMISATION.** You can also rest assured that if you make a complaint, the Club will not tolerate victimisation against you as a result of your complaint.
- **TIMELINES.** Each complaint will be finalised within as short a period as possible. All complaints, whether possible, should be finalised within one month.



## **Moe Amateur Swimming Club Grievance Procedure**

## Resolving a grievance

If you have a grievance, the best way of dealing with it will depend on the circumstances. There are a number of approaches available to you:

1. You may speak directly to the relevant individual(s) if you feel comfortable doing so. Sometimes speaking directly to the person(s) involved in a non-provoking manner, or writing to them, can put a stop to the behaviour which is the subject of the grievance. If a grievance is about their behaviour, you should indicate that you find the behaviour offensive, distressing, etc. and you would like it to stop. You may also advise the individual(s) that you intend to make a formal complaint if the behaviour continues.
2. You can discuss your grievance with the Club's Coach. If not a team/swimmer grievance then direct your complaint to the Club Secretary, Sarah Lyne at [moeswimmingclub@gmail.com](mailto:moeswimmingclub@gmail.com). You will be advised about what your options are and what will happen if you decide to proceed with the complaint. Nothing will be done at this stage without obtaining your agreement.
3. If you wish to proceed with a formal complaint, it will be the Club President with members of the Executive Committee who will interview you. You will be asked to provide details of the nature of your grievance including the event, witnesses, and any other supporting evidence or documentation. These details will form a written document of your complaint.
4. Once you have lodged a formal complaint, an investigation will be conducted to investigate whether or not the incident has taken place and the severity of the incident. The investigation will involve interviewing all witnesses and examining relevant evidence or documentation. The importance of confidentiality will be stressed to all parties and they will be warned of the consequences if there is a breach of confidentiality. The person(s) you have complained about will be given an opportunity to respond to the complaint made against them.
5. Depending on who the interviewer was, they will inform you of the outcome of the investigation and discuss what should be done to resolve the problem. Depending on whether the complaint is verified or not verified, a number of possible outcomes could result (e.g. an apology, an official warning, or removal from the Club).



## Moe Amateur Swimming Club Harassment & Bullying Policy

The Moe Amateur Swimming Club is committed to providing a safe and respectful environment for all swimmers, parents, guardians, members and any persons interacting with the Club. We aim to provide an environment free from bullying, harassment, sexual harassment, racial and religious vilification and victimisation. We recognise the serious nature of these behaviours and the effect they can have on the health, safety and welfare of individuals.

At all times swimmers, parents, guardians, members and visitors are required to treat others at the Club with dignity, courtesy and respect, and ensure their behaviour is consistent with the Club's values.

### **Scope**

This policy applies to all Club swimmers, parents, guardians, members and any persons interacting with the Club.

### **Policy**

Bullying, harassment, sexual harassment, racial and religious vilification and victimisation at the Club are unacceptable. Any swimmer, parent, guardian, member or visitor found to have engaged in such conduct may be subject to disciplinary action from the Club. Serious or repeated breaches may result in cancellation of membership and a permanent ban from all Club meets and events.

### **Harassment**

Harassment is behaviour or conduct which a reasonable person, having regard to all circumstances, would regard as offensive, humiliating or intimidating.

Harassment can include but is not limited to the following conduct:

- Insults, taunting, jokes or innuendo
- Gestures, sarcasm or criticism
- Intrusive questions
- Verbal or non-verbal abuse or ridicule
- Any rough or offensive physical contact
- Using threats, intimidation, or interfering in personal issues
- Displaying or distributing pornographic, racist or offensive materials
- Posting offensive comments or sending offensive messages via social media.



## **Moe Amateur Swimming Club Harassment & Bullying Policy**

## **Sexual Harassment**

Sexual harassment is a specific form of harassment which involves unwelcome behaviour of a sexual nature or with a sexual connotation. Sexual harassment is unlawful and will not be tolerated.

Sexual harassment includes unwelcome sexual advances, unwelcome requests for sexual favours and other unwelcome conduct of a sexual nature including comments, jokes or messages with a sexual connotation.

Sexual harassment may include, but is not limited to, the following conduct:

- Jokes, innuendo or gestures of a sexual nature
- Persistent and unwelcome requests for social contact after having been refused
- Leering
- Unwelcome comments about a person's physical appearance or sexuality
- Abusing a position of power to obtain sexual favours
- Acts of physical intimacy (for example, patting, pinching, rubbing, touching or hugging).

## **Bullying**

Bullying is repeated unreasonable behaviour towards an individual that creates a risk to the health and safety of that individual.

Behaviours that may constitute bullying include, but are not limited to:

- Telling jokes, teasing and using nicknames
- Sarcasm and other forms of demeaning language
- Threats, abuse or shouting
- Coercion
- Inappropriate blaming
- Ganging up
- Knowingly ignoring or excluding someone
- Constant unconstructive and personally targeted criticism
- Deliberately withholding information or equipment that a person needs or limiting access to their entitlements.

Bullying is unacceptable and is unlawful. In addition, if someone is being bullied because of a personal characteristic which is specifically protected by equal opportunity law, it may also amount to unlawful discrimination.

## **What is not Harassment or Bullying?**

Many things that happen are generally not considered to be harassment or bullying, even though they may be uncomfortable for those involved. Differences of opinion, conflicts and personality clashes can happen in any environment but usually they do not amount to bullying.

A single incident of unreasonable behaviour is not usually bullying, although it may have the potential to escalate into bullying and therefore should not be

# **Moe Amateur Swimming Club Harassment & Bullying Policy**





### **Racial and Religious Vilification**

Vilification is behaviour that encourages others to hate, disrespect, or abuse a person or group of people because of their race or religion. Such behaviour is unlawful.

This includes spoken, written, online or physical behaviour towards a particular race or religious group that encourages others to ridicule them, be hateful or violent towards them, damage their property, or make false claims against them.

It is also against the law to give permission or help someone to vilify others, for example by publishing or distributing information about them.

### **Victimisation**

Victimisation is subjecting or threatening to subject someone to a detriment because they have made a complaint, helped someone else make a complaint, or refused to do something illegal or against company policy. Victimisation is against the law.

It is also victimisation to threaten someone (such as a witness) who may be involved in an investigation of a formal complaint.

Victimisation is a serious breach of this policy and is very likely (depending on circumstances) to result in disciplinary action.

### **Resolving issues**

Moe Amateur Swimming Club encourages any swimmers, parents, guardians or member of the Club who believe they have been bullied or harassed, sexually harassed, vilified or victimised to take action in line with Club's Grievance Policy by directly contacting the Club Secretary. Anyone who believes they have observed these types of behaviours is also encouraged to take action.



## **Moe Amateur Swimming Club Incident report form**

The below incident report form can be used to report any incident of bullying, harassment, abuse or general grievance that you may have. The incident is to be populated with your view of the incident and provided to the Club Secretary. All reported incidents will be treated as confidential and be investigated by the Club.

## Incident details

<b>Date of incident:</b>	
<b>Time of incident:</b>	
<b>Location of incident:</b>	
<b>Name(s) of child/children involved:</b>	
<b>Name(s) of other witness involved:</b>	

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

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

<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal	<input type="checkbox"/> Yes, Torres Strait Islander
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## Please categorise the incident

Physical violence

Sexual offence

Serious emotional or psychological abuse

Serious neglect

Other \_\_\_\_\_


## Please describe the incident

<b>When did it take place?</b>	
<b>Who was involved?</b>	
<b>What did you see?</b>	

<b>Other information</b>	



**Secretary to complete:**

<b>Date incident report received:</b>	
<b>Team member managing incident:</b>	
<b>Follow-up date:</b>	
<b>Incident ref. number:</b>	

**Has the incident been reported?**

<b>Child protection</b>	
<b>Police</b>	
<b>Another third party (please specify):</b>	

**Incident reporter wishes to remain anonymous?**

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
	<b>Name:</b>
	<b>Contact details:</b>