



Kurunjang Secondary College Incident/Disclosure Report

All incident reports must be stored securely.

Incident details

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

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

Is the child identified as Out of Home Care?

(Mark with an 'X' as applicable)

Yes

No

Does the child identify as Aboriginal or Torres Strait Islander?

(Mark with an 'X' as applicable)

No

Yes, Aboriginal

Yes, Torres Strait Islander

Is the child funded under the Program for Students with Disabilities?

(Mark with an 'X' as applicable)

Yes

No

Please categorise the incident

Physical violence

Sexual offence

Serious emotional or psychological abuse/self harm

Serious neglect

Other : Please provide detail

Please describe the incident

When did it take place? Exact time	
Where did it take place? (Refer to map)	
Who was involved?	
What did you see?	
Other information	

Parent/carer notification

Date parent notified:	
Time parent notified:	
Notes on messages left:	
Name of parent report was made to:	
Name(s) of staff member who spoke to parent:	

Office use:

Date incident report received:	
Staff member managing incident:	
Follow-up date:	
Incident ref. number:	
Entered on Edusafe (staff member harm)	
Entered on Cases21 (student harm, restraint or seclusion)	
Entered on SOCS	

Has the incident been reported?

Child protection/DHHS 1300664977	
Police/ SOCIT 000	
Student Services Manager (SSSO) 0400754785	
Emergency Management 95896266	
SEIL 0402073195	
Legal Department 9651 4681	
Child First 1300 138 180	
Principal informed	

Have supports been put in place?

Student Services	
CAMHS	
Counselling Service	
Employee Assistance Program 1300 361 008	
Support from Aide	
School Welfare Team	
Onpsych	

Have future plans been put in place?

Disciplinary Measures (suspension/expulsion etc)	
PSG/SSG meeting	
Individual Behaviour Plan	
Individual Learning Plan	
Functional Behaviour Assessment or observation from Visiting Teacher Service	
Professional Development for staff	

Please outline any other responses to this incident

