

This form is to be completed if you have witnessed or been made aware of an incident or pattern of child abuse. Please read the following instructions before completing this form.

1. Take careful notes detailing what you witnessed, heard or were told.
2. Immediately ring the Scouts Victoria Child Safe Hotline (available 24 hours) on 1800 870 772 and report what you know.
3. Complete the attached Child Protection Report Form (form CP1) and send it **immediately** to incidentreport@scoutsvictoria.com.au

Please note that you only need complete Section 1.

4. Make sure that Scouting activities cannot pose any further risks to any young people.

You will be informed when this report is received, and if appropriate, of its outcome.

SCOUTS VICTORIA

INTERNAL CHILD PROTECTION REPORT



CP1

SECTION 1

To be completed by the person making the report.

Please complete as many details as you can, as thoroughly as possible.

Details of child/young person	
Name	
Date of birth and/or age	
Address	
Name of parent, guardian, carer (1)	
Name of parent, guardian, carer (2)	
Contact phone <i>(for either or both of the above)</i>	
Details of the alleged perpetrator <i>(if known)</i>	
Name	
Relationship to child	
Contact phone	
Other identifiers <i>(if possible)</i>	
Details of any witnesses	
Type of report	
<input type="checkbox"/> Child abuse indicator(s) <input type="checkbox"/> Grooming indicator(s) <input type="checkbox"/> Breach of Code of Conduct	
Details of Scout representative making report	
Name	
Contact phone	
Membership number	
Signature	
Date	

SCOUTS VICTORIA

INTERNAL CHILD PROTECTION REPORT



CP1

Scout Activity Details	
Name	
Location	
Date of observation/disclosure	
Time of observation/disclosure	
Details of observation/ disclosure	
<i>Please include quotes of conversation, descriptions of observations, patterns of behaviour, etc. Attach additional pages, if required.</i>	
<i>Additional pages attached?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	

Reports should be emailed to incidentreport@scoutsvictoria.com.au immediately.



OFFICE USE ONLY - Details of Scouts Victoria Executive receiving report	
Name	
Contact phone	
Signature	
Date	

SECTION 2

To be completed by the Scouts Victoria Executive Manager.

Action(s) taken	
	Referred immediately to DHHS and/ or Victoria Police
	Alleged member suspended and notified
	Report made to the Commission for Children and Young People <i>(if applicable)</i>
	Interviews with relevant and appropriate people
	Discussed with National Committee Members
	Advice sought from external professional organisations
	Assist with external investigation by the authorities
Notes:	
Outcome(s) of the action	
	Report made to the DHHS and/or Victoria Police
	Continued suspension pending outcome
	Termination of Membership with the organisation
	Written warning
	Performance review
	Further education and training
	Report filed for future reference
Notes:	

Notifying parties				
<i>It is important that the person making this report be informed of the outcome of their report only after consulting with the investigating authorities.</i>				
<i>Please attach any notes applicable to this communication.</i>				
How has the person making the report been informed of the outcome?				
<input type="checkbox"/>	By phone	<input type="checkbox"/>	In person	<input type="checkbox"/>
<input type="checkbox"/>	Email	<input type="checkbox"/>	Hard copy letter	
Date of contact				
How has the person against whom the report was made been informed of the outcome?				
<input type="checkbox"/>	By phone	<input type="checkbox"/>	In person	<input type="checkbox"/>
<input type="checkbox"/>	Email	<input type="checkbox"/>	Hard copy letter	
Date of contact				

Record of report to DHHS and/or Victoria Police (if made)				
<input type="checkbox"/>	A Child Protection Authority Report			
<input type="checkbox"/>	Police report	<input type="checkbox"/>	Date reported	
Made by		Made to		
Advice provided to Scouts Victoria included:				



Record of why a report to DHHS and/or Victoria Police was not made	
<i>Please complete where a report is not made by Scouts Victoria</i>	
	The person who made the internal report has re-evaluated their assessment and opinion and supports the decision by Scouts Victoria not to make a report. <i>Please attach email or written communication from the person.</i>
	The person who made the report is still of the opinion that the harm, or risk of harm, is significant and that the parents/guardians are unwilling or unable to protect that child. The person has received email or written communication informing them of their personal options for reporting to Child Protection authorities.
	The incident did not meet statutory Child Protection or police requirements. Support has been provided to the child and the family. <i>Please attach an outline of the communication to the child and or family about the support provided and any other actions taken.</i>

Record of report to Commission for Children and Young People (if made)	
Date Report Made:	
Advice provided to Scouts Victoria included:	

Details of nominated person at Scouts Victoria handling report			
Name			
Signature			
Date		Contact phone	