



# LIFE SAVING VICTORIA SAFEGUARDING CHILDREN & YOUNG PEOPLE REPORT FORM

<b>Date:</b> December 2016	<b>Version:</b> 1.0
<b>Document Title:</b> LSV Safeguarding Children and Young People Report Form	

**NOTE: Please fill in this report using the language of the child or young person (CYP) (where applicable). It's recommended that you complete the reporting tool as soon as possible after the discloser or incident has taken place.**

<b>Name of the person completing the report:</b>	<b>Date and time:</b>
<b>WHO</b> was involved – including the age of the CYP and parents/guardian details if known	
<b>WHAT</b> was the concerning incident, behaviour or conduct	
<b>WHEN</b> did the concerning incident, behaviour or conduct occur	
<b>WHERE</b> did the concerning incident, behaviour or conduct occur	
<b>LIST</b> the next steps or any actions that you will be taking	
<b>Please refer to the Safeguarding CYP Reporting Process over the page for further clarification on next steps and what is required to happen.</b>	

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### Safeguarding Children and Young People Reporting Process

Who can report?	Parent	Child	Staff member or volunteer
What to report?	<p>Any child safety concerns, including:</p> <ul style="list-style-type: none"> <li>• Disclosure of abuse or harm</li> <li>• Allegation, suspicion or observation</li> <li>• Breach of Code of Conduct</li> <li>• Environmental safety issues</li> </ul>		
<b>Call 000 if a child is in immediate danger</b>			
How?	Face-to-face verbal report, letter, email, telephone call, meeting		
To who?	Safeguarding Children & Young People Officer, Member Protection Officers and/or LSV Human Resource Manager		
What happens next?	<p>The Safeguarding Children &amp; Young People Officer, Member Protection Officer or LSV Human Resource Manager will:</p> <ul style="list-style-type: none"> <li>• Offer support to the child, the parents, the person who reports and the accused staff member or volunteer</li> <li>• Initiate internal processes to ensure the safety of the child, clarify the breach of policy and nature of the report and commence disciplinary process (if required)</li> <li>• Decide in accordance with legal requirements and duty of care, whether the matter should/must be reported to the police or child protection and make report as soon as possible if required</li> </ul>		
Outcome	Investigation; outcome decided; relevant staff, volunteers, parents and child notified of outcome of investigation; policies, procedures updated where necessary		

***‘Safeguarding children and young people is everyone’s business’***