



MATER DEI STUDENT AT RISK REPORT

When to use this form

This form should be used to document any incident, disclosure or concern that a Mater Dei student has been, or is at risk of being abused, groomed or neglected or where a Mater Dei staff member may be suspected of reportable conduct.

Completing this form should not impact on reporting times. If a student is in immediate danger a report should be made immediately to the Assistant Principal or CEO/Principal.

PART A is to be completed by the person making the initial report (staff member, parent/guardian, student, volunteer, other). Students may use the alternate "TELL SOMEONE" Form.

If the reported incident involves an employee or other person engaged to provide services to students (including a volunteer) then this report must be given directly to the CEO/Principal. If the reported incident involves the CEO/Principal then this report should be given to the Chair of the Board.

If the reported incident does not involve an employee or other person engaged to provide services to students (including a volunteer) then this report is to be given to the Assistant Principal.

PART B and C are to be completed by the staff member leading the response. This will either be the Assistant Principal, CEO/Principal or Chair of the Board.

PART D is to be completed 4-6 weeks after the incident, suspicion or disclosure by the staff member leading the response and the School Executive.

Why record this information?

When completing this form your aim should be to provide as much information as possible. This information will be critical to any investigation and may be sought at a later date if the matter is the subject of further Court proceedings. These notes may also later assist you if you are required to provide further evidence.

It is imperative that you keep clear and comprehensive notes on all observations, disclosures and other details that led you to suspect the abuse, neglect or reportable conduct.



MATER DEI Student at Risk Report

PART A – to be completed by the person making the initial report (staff member, parent/guardian, student, volunteer, other). Students may use the alternate “TELL SOMEONE” Form.

Name of Reporter:	
Occupation of Reporter:	
Relationship to student:	
Date of Report:	
Date of incident, disclosure, concern:	
Location of incident, disclosure, concern:	
Name of suspected victim:	
Name(s) of student/students involved/witnesses:	
Name of alleged perpetrator:	
Name(s) of other staff/volunteer involved/witnesses:	

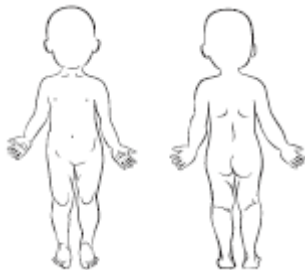
DETAILS OF THE INCIDENT, DISCLOSURE OR CONCERN

GROUND FOR YOUR BELIEF THAT A STUDENT HAS BEEN, OR IS AT RISK OF HARM

INDICATORS OR INSTANCES WHICH LED YOU TO BELIEVE THAT A STUDENT/STUDENTS ARE SUBJECT TO OR AT RISK OF HARM:

DETAIL ANY DISCLOSURES OR INCIDENTS OR CONCERNS (INCLUDING NAMES, TIMES AND DATES DOCUMENTING A STUDENT'S EXACT WORDS AS FAR AS POSSIBLE). INCLUDE SPECIFIC DETAIL HERE ON WHAT LED YOU TO FORM A BELIEF THAT A CHILD HAS BEEN, OR IS AT RISK OF HARM

ANY PHYSICAL INDICATORS:



If applicable show injuries on body diagram

<input type="checkbox"/>	Abrasion, scrape	<input type="checkbox"/>	Cut
<input type="checkbox"/>	Bite	<input type="checkbox"/>	Rash
<input type="checkbox"/>	Bruise	<input type="checkbox"/>	Sprain
<input type="checkbox"/>	Burn	<input type="checkbox"/>	Swelling
<input type="checkbox"/>	Concussion	<input type="checkbox"/>	Fracture

ANY BEHAVIOURAL INDICATORS:

ANY PATTERNS OF BEHAVIOUR OR PRIOR CONCERNS LEADING UP TO AN INCIDENT, DISCLOSURE OR CONCERN:

DETAILS OF THE PERSON SUBJECT OF ALLEGATION (PSOA) (if known)

Name:

Gender:

Male Female

Relationship to student:

Any other known details:

If the reported incident involves an employee or other person engaged to provide services to students (including a volunteer) then this report must be given directly to the CEO/Principal.

If the reported incident does not involve an employee or other person engaged to provide services to students (including a volunteer) then this report is to be given to the Assistant Principal.

Completing this form should not impact on reporting times and protocols. If a student is in immediate danger or at risk of significant harm a report should be made immediately to the Assistant Principal or CEO/Principal.

Signed _____ Date _____