

Complaints and allegations record form

Use this form to record complaints, allegations, or disclosures of child abuse. If you need extra space to answer any of the questions, write up on a separate piece of paper and attach to this form.

If a child discloses an allegation and there is any doubt the matter is a criminal offence, the incident must be immediately reported to NSW Police on 131 444, to protect the child and minimise the contamination of evidence.

Your name and position:

Name of the child involved:

Date of birth of the child:

Parent name and contact number:

Name of person making complaint:

Name of person who the complaint was made against:

Date report was first made:

Dates any additional information was recorded:

1. Details of the complaint (include time, date, location, what happened and who was involved – this can include observations of the child's behaviour)

2. Details of any injuries and if the child received medical attention

3. If you're reporting a disclosure of child abuse, accurately record what the child said when describing what happened – use their exact words – or record why you suspect abuse because of an indirect disclosure (such as a drawing or observed behaviour)

4. If anyone saw what happened, what did they see?

5. Internal reporting obligations

Are all children involved safe from harm and appropriately supported? Provide details.

Your leadership team should answer the following questions:

6. External reporting obligations

Does the report indicate the possibility of child abuse, including reportable conduct or ROSH? If yes, has it been reported to the relevant authorities? Include day and date of when report was made to relevant authorities and the outcome (when known).

6. External reporting obligations

Does the report indicate the possibility of child abuse, including reportable conduct or ROSH? If yes, has it been reported to the relevant authorities? Include the name of the relevant agency, day and date of when report was made and the outcome.

7. Internal reporting obligations

Have all parties involved been notified and supported where needed? Provide details.

8. Internal reporting obligations

Detail the outcome and any disciplinary action taken.

Date complaint resolved:

Note: Please review the 'What to report' and 'Who to report to' parts of module 3 of the early education and care eLearning, if you need support to fill out this form.