**Incident Notification – Child Protection**

This document is to be provided to the workplace.support@austrade.gov.au mail box as soon as possible.

Workplace Relations and Policy Team will assess the notification and direct it to the proper area of inquiry and investigation.

**Privacy Notification**

Austrade collects and uses your personal information to assist in maintaining safe environments for children during the delivery of its business. Austrade may contact you about the information you have provided. Austrade may disclose the information you have provided to the Australian Federal Police and/or overseas authorities so that any threats to a child’s safety, welfare and wellbeing can be investigated by the appropriate authority. If we are unable to collect your personal information, authorities may be unable to fully investigate the circumstances being reported.

Austrade’s Privacy Policy (available at: [Austrade’ privacy Policy](https://www.austrade.gov.au/about-austrade/site-information/privacy-disclaimer/austrades-australian-privacy-principles-policy)) describes how Austrade protects and manages personal information, including sensitive information, consistent with Austrade’s obligations under the Privacy Act. It explains how:

• you can access and seek to correct your personal information

• to make a complaint about our privacy practices and how your complaint will be handled.

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| 1. Names(s) of person reporting incident and contact details
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| Name:Position: | Telephone:Email: |
| 1. Reporting Post or Organisation
 |
| Post or Organisation: | Country: |

Please complete as much information as possible:

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| 1. Type of Allegation
 |
| Please select the most appropriate description of alleged incident:Sexual Abuse\Sexual MisconductPhysical AbusePsychological AbuseNeglectOther | Further details if known (Date\location\when report was received):Other relevant details: (For example implements used, vulnerability, or disability factors): |
| 1. Details of Person(s) against whom the allegation has been made
 |
| Family Name: |  |
| Given Name: |  |
| Sex: |  |
| Date of birth: |  |
| Nationality: |  |
| Contact details: | \*where known |
| Employer\Program:(Please Select the most appropriate descriptor. You can circle more than one) |  |
| Austrade Employeeincluding OEE | Australian Citizen or Permanent Resident | NGO Employee | Contractor including sub-contractor | Volunteer |
| Position:(If applicable) |  |
| 1. Details of the child (children) involved in alleged incident
 |
| Family Name: |  |
| Given Name: |  |
| Sex: |  |
| Date of birth: |  |
| Nationality: |  |
| Contact details: |  |
| Age of child at time of alleged incident: | \*where known |
| Have any injuries been observed or reported? *(If more space is needed, please utilise Section7)* |
| 1. Further Details
 |
| Is the child still in danger of abuse or neglect? |  |
| Are local police or other local authority aware of the incident\allegation? |  |
| What other authorities have been informed? |  |
| Has the AFP at post (where relevant) been advised or consulted? If so, what is their response or proposed action? |  |

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| 1. Any other pertinent information for initial assessment
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| **WR&P use only** |
| Case Number (Year\ No.) |  |
| Date |  |
| Received via (Post\Agency\original source) |  |
| Responsible Section:  |  | Responsible Section Case No. |
| Referral to responsible section | Date: |
| WRP advised of case outcome\closure | Date |