

MARY MACKILLOP

today

PSEAH Incident Reporting Form

To be completed by the person making this report

Section A: Details of person making this report (If not confidential)	
Name	
Name of employer	
Position	
Phone	
Email	
Section B: Details of the incident being reported	
Please describe as much detail as possible about the incident/s	
Date incident took place	
Time incident took place	
Please include all dates and times if more than one incident (relating to the same case) is being reported	
Date other incident/s took place:	
Time other incident/s took place	
If you did not witness the incident, when were you first told about it? (date & time)	
Name of alleged victim/s (if not confidential)	
Name of the alleged perpetrator (if not confidential)	
Where did the incident take place? (name and physical address of location where the incident took place)	
Names of any witnesses (if not confidential)	
Who in Mary MacKillop Today was/were first informed of the incident?	
Was there anyone else in Mary MacKillop Today who was subsequently informed of the incident/s?	
Is the person making this report and the person making the SEA allegation the same person?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'NO', please explain and provide details (name and contact number) of the person making the allegation (if not confidential)	
Signature	
Date	

To be completed by the person who receives a SEAH-related report, concern or allegation (written or verbal)

Section C: Details of person receiving report & initial assessment	
Name	
Position	
Date report was received	
If the above section	
Does the alleged victim have any safety needs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, have they been met?	Yes <input type="checkbox"/> No <input type="checkbox"/> Provide details:
Does the alleged perpetrator have any safety needs (if any)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, have they been met?	Yes <input type="checkbox"/> No <input type="checkbox"/> Provide details:
Has the CEO been informed?	
What were the findings of the initial assessment? <i>(Please summarise the findings of the assessment and attached the assessment report to this document as an Addendum)</i>	
What was the decision taken based on the findings of the assessment? <i>(Tick the appropriate outcome)</i>	<ul style="list-style-type: none"> • Report to local (in-country) police and or Child Safeguarding authority----<input type="checkbox"/> • Report made to the Australian Federal Police----<input type="checkbox"/> • The matter will be handled internally (because it is not a criminal offence)----<input type="checkbox"/> • No further action will be taken----<input type="checkbox"/>
Describe any further outcomes:	
Has the Board Chair been informed?	
Section D: In the case of a criminal offence, complete the following:	
If the official authorities (e.g. Police) were contacted, please provide the following details:	
Name of authority:	
Date of contact:	
Date of contact:	
Location of authority offices:	
Name of primary contact:	
Primary Contact number:	
Contact number of the offices:	
Is/was there an investigation:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is an investigation report available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section E: If the case was handled internally (as a result of the decision made based on the assessment), complete the following:	
What actions were taken internally?	
What has been/is being done to prevent the recurrence of similar incidents in the future?	
What was the final outcome of this SEA reporting (describe the final outcomes of any	

internal or police investigations; what is the status of the alleged victim; what repercussions where there to the alleged perpetrator; and anything else you deem important for the record:	
Signature	
Date	