**Incident Notification – Child Protection**

This document is to be emailed to [fpc@opc.gov.au](mailto:workplace.support@austrade.gov.au) as soon as possible.

**Privacy Notification**

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

OPC’s Privacy Policy (available at: [OPC’s Privacy Policy)](https://www.opc.gov.au/privacy) describes how OPC protects and manages personal information, including sensitive information, consistent with OPC’s obligations under the Privacy Act.

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| 1. Names(s) of person reporting incident and contact details | |
| Name:  Position: | Telephone:  Email: |

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 Misconduct  Physical Abuse  Psychological Abuse  Neglect  Other | | | | | | | Further details if known (Date\location\when report was received):  Other relevant details: (For example implements used, vulnerability, or disability factors): | | |
| 1. Details of the child (children) involved in alleged incident | | | | | | | | | |
| Given and Family Name: | |  | | | | | | | |
| Sex: | |  | | | | | | | |
| Date of birth: | |  | | | | | | | |
| Contact details: | |  | | | | | | | |
| Age of child at time of alleged incident: | | | | \*where known | | | | | |
| Have any injuries been observed or reported? | | | | | | | | | |
| 1. Details of Person(s) against whom the allegation has been made | | | | | | | | | |
| Family Name: |  | | | | | | | | |
| Given Name: |  | | | | | | | | |
| Sex: |  | | | | | | | | |
| Date of birth: |  | | | | | | | | |
| Contact details: | \*where known | | | | | | | | |
| Employer  (Please Select the most appropriate descriptor. You can circle more than one) |  | | | | | | | | |
| OPC Employee | | Other APS employee | | | Contractor including sub-contractor | | Visitor/volunteer | Member of the public |
| Position:  (If applicable) |  | | | | | | | | |
| 1. Further Details | | | | | | | | | |
| Is the child still in danger of abuse or neglect? | | | | |  | | | | |
| Have the police been advised or consulted? If so, what is their response or proposed action? | | | | |  | | | | |
| What other authorities have been informed? | | | | |  | | | | |

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| 1. Any other pertinent information for initial assessment |
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