# Reportable Incident Notification Form

## Use this form to submit reportable incident information to the Director General. The information provided must be sufficiently detailed to enable Non-Government School Regulation to review the school’s responses in line with the Critical and Emergency Incidents Standard and the other registration standards and requirements.

**Lodgement**

## Independent non-government schools: Independent non-government school staff are to proceed according to school policy and the authorised reportable incident notifier must use this form. This form is to be completed and emailed within 48 hours after the incident to NGSRegulation.Criticalincidents@education.wa.edu.au.

## Catholic system schools: The authorised critical incident reporter for Catholic system schools is the Executive Director, CEWA. In the first instance the school should forward this reportable incident notification form to CEWA’s Psychology, Safety and Wellbeing Team by email: PSWTeam@cewa.edu.au. Schools should be aware that notification to the Director General is required within 48 hours. Assistance is available from CEWA’s Psychology, Safety and Wellbeing Team. CEWA will then ensure that the form is forwarded to the Department.

## For further information see the *Guide to the Registration Standards and Other Requirements for Non-Government Schools* (July 2022) available at [www.education.wa.edu.au/standards](http://www.education.wa.edu.au/standards).

## Contacts for Non-Government School Regulation:

T: (08) 9441 1906 E: NGSRegulation.Criticalincidents@education.wa.edu.au

# Lodged by authorised reportable incident notifier

|  |  |
| --- | --- |
| Name | Click/tap to enter. |
| Position | Click/tap to enter. |
| Date | Click/tap to enter. |

# Incident type

Please indicate the type of critical and emergency incident by ticking one or more of the boxes below.

If you cannot tick one of these boxes, the incident may not need to be notified as a reportable incident.

|  |
| --- |
|[ ]  The death of a student, staff member or visitor who is at school or during a school-related activity, or following an incident at school or during a school-related activity. |
|[ ]  An actual or potential injury, illness or trauma of a student, staff member or visitor who is at school or during a school-related activity, or following an incident at school or a school-related activity and where the incident has resulted or may result in significant impact. |
|[ ]  An incident requiring a police or other emergency services response when a student appears to have been taken or removed from the school or from a school-related activity without proper authority, or goes missing and cannot be accounted for. |
|[ ]  An incident requiring the school to be locked down or to evacuate staff and students, or reduce the number of students or staff attending, or to close for any duration for health or safety reasons. |
|[ ]  The receipt of a complaint or allegation of child abuse, including but not limited to sexual abuse, committed against a student by: (a) a staff member or another student; or (b) another person on the school premises or during a school-related activity; whether the abuse is alleged to have occurred recently or in the past. |
|[ ]  Issuing a formal warning, a suspension or ceasing the employment of a staff member for a breach of the school’s Code of Conduct involving suspected grooming behaviour.  |

# School details

|  |  |
| --- | --- |
| School | Click/tap to enter. |
| Campus | Click/tap to enter. |
| Name of Principal | Click/tap to enter. |
| Contact Number of Principal | Click/tap to enter. |

# Incident

|  |  |
| --- | --- |
| Date of Incident (or receipt of allegation) | Click/tap to enter. |
| Location of Incident | Click/tap to enter. |
| Date Principal First Notified | Click/tap to enter. |
| Date Chair of Governing Body Notified | Click/tap to enter. |

# Persons involved

|  |
| --- |
|[ ]  Whole School |
|[ ]  Student(s) – Year Levels: | Click/tap to enter. |
|[ ]  Teaching Staff |
|[ ]  Support Staff |
|[ ]  Volunteer |
|[ ]  Former Student |
|[ ]  Student from Another School |
|[ ]  Other – please specify: | Click/tap to enter. |

# Description of the incident

Detail what happened, who was affected and any contributing factors (where relevant to the type of incident, and known at the time of the incident). Personal information is not required on this form. For example, depending on the incident, a student’s year level, rather than name, will be sufficient. In the case of a mandatory report, the identities of those involved, including the mandatory reporter, **must not be disclosed** on this form.

|  |
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| Click/tap to enter.  |

# Other agencies notified of the incident

|  |  |  |
| --- | --- | --- |
|[ ]  WA Police  | Date:Click/tap to enter. | Report No:Click/tap to enter. |
|[ ]  Mandatory report to Mandatory Reporting Service, Department of Communities | Date:Click/tap to enter. | Report No:Click/tap to enter. |
|[ ]  Child protection concern to Department of Communities (Child Protection and Family Support) | Date: Click/tap to enter. |
|[ ]  Teacher Registration Board of WA (TRBWA)  | Date: Click/tap to enter. |
|[ ]  Department of Fire and Emergency Services  | Date: Click/tap to enter. |
|[ ]  Worksafe  | Date: Click/tap to enter. |
|[ ]  Reportable conduct (Ombudsman WA)  | Date: Click/tap to enter. |

# School’s actions to resolve the incident

|  |  |
| --- | --- |
|[ ]  Parent(s)/Carer(s) notified | Date: Click/tap to enter. |
|[ ]  Consultation with relevant government authorities about Parent/Carer notification if required | Date: Click/tap to enter. |
|[ ]  Suspension/exclusion of student(s) | Number of students and duration(s):Click/tap to enter. |
|[ ]  Expulsion of student(s) | Number of students: Click/tap to enter. |
|[ ]  School closure/lockdown/evacuation | Date/s and duration: Click/tap to enter. |
|[ ]  Reduction in students or staff attending | Date/s: Click/tap to enter. |
|[ ]  Police called | Date: Click/tap to enter. |
|[ ]  Ambulance called/Hospital attendance | Date: Click/tap to enter. |
|[ ]  Staff Code of Conduct breach warning issued | Date: Click/tap to enter. |
|[ ]  Staff disciplinary action taken (please specify) | Details:Click/tap to enter. |
|[ ]  Other | Details:Click/tap to enter. |

# Detailed description of actions taken to resolve the incident and to manage any ongoing risks

Please ensure any ongoing risks are identified. Personal information is not required on this form. Should the school consider undertaking a review of the response to the incident, please advise below and provide outcomes of the review within fourteen days to ngsregulation.criticalincidents@education.wa.edu.au.

|  |
| --- |
| Click/tap to enter. |

**Thank** **you** for completing this form.

Non-Government School Regulation may contact you for further information at a later date.