



Life Camps Australia
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LIFE CAMPS AUSTRALIA INCORPORATED

Incident Report

This form is to be completed in relation to any incident or accident that occurs at a Camp or event run by Life Camps Australia.

Please type or print neatly.

SECTION A – WHO PREPARED THIS REPORT

- > Date of this Report
- > This Report prepared by (full name):
- > People consulted in relation to preparation of this Report:
.....
.....
.....
- > Name of person who assisted in the preparation of this Report (if relevant) (full name):
.....

SECTION B – SUMMARY OF INCIDENT

- > Date incident occurred:
- > Date incident reported:
- > Nature of incident: Injury / Behaviour / Disclosure* / Property damage / Environment / Safety / Other (please specify)

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.....

* if the disclosure is in relation to **abuse** please refer to the 'Policy in relation to Disclosure of Child Abuse' and complete the Anecdotal Record form (see Annexure A)

> Names of each person involved in the incident (full names):

>
.....

> Names of key witnesses (full names):
.....
.....

SECTION C – DETAILS OF INCIDENT

> Set out in detail as much information as you can about the incident. *Attach additional pages if required.* Remember that if the incident is disclosure in relation to **abuse**, refer to the 'Policy in relation to Disclosure of Child Abuse' and complete the Anecdotal Record form (see Annexure A).

> Try and limit your comments to facts and observations of what actually happened.

> For example: "I was at the flying fox and I saw..."



- Set out in detail the action taken to address the incident. *Attach additional pages if required.*
 - Try and limit your comments to facts and observations of what actually happened.
 - For example: *“I asked to ABC go and get XYZ who was the Camp Nurse...”*

- Set out in detail the outcomes, if known. *Attach additional pages if required.*
 - Try and limit your comments to facts and observations of what actually happened.
 - For example: *“DEF sat and watched the rest of the game but was able to join in activities again after lunch...”*



Anecdotal Record of Child Safe Concerns

This anecdotal record is to be completed by a Leader if:

- *a Camper discloses details that may indicate child abuse; or*
- *that Leader forms a belief on reasonable grounds that a Camper may be at risk of child abuse.*

SECTION A – WHO PREPARED THIS REPORT

- Date of this Report
- This Report prepared by (full name):
- Name of person who assisted in the preparation of this Report (if relevant) (full name):
.....

SECTION B – DETAILS

- Camp:
- Camp Organisers (full name):
- Name of Camper (full name):
- Age of Camper:
- Date alleged incident occurred:
- Date alleged incident reported:



- Describe your concerns in detail – what was observed, what was said and the circumstances in which this occurred. *Attach additional pages if required.*
- Try and limit your comments to facts and observations of what actually happened.
- For example: “ABC and I were at the flying fox and he told me...” or “ABC and I were playing chess and he said...”

SECTION C – PERSON PREPARING THIS REPORT TO COMPLETE:

- Sign:
- Print full name:
- Contact phone number:

ONCE COMPLETED PLEASE HAND THIS FORM TO: the Camp Organiser

The matter will then be dealt with in accordance with Life Camps Australia’s ‘*Policy in relation to disclosure of Child Abuse*’.

Last reviewed: *September 2021*

