

DATE SUBMITTED TO GGV: ___/___/___



CHILD SAFE INCIDENT FORM

- If you need to report an offence that requires immediate police attention call the **Police – 000**
- If you would like to talk to someone trained in Child Safety from Girl Guides Victoria **login to your GGV account** on www.guidesvic.org.au and find a list of trained **Child Safe Officers**
- If you need immediate assistance contact **Child Protection Crisis Line – 131 278**

Once you have received any assistance needed please complete this form. You can use this form to record any Child Safe incident disclosed to / involving a person in Girl Guides Victoria (GGV). The incident could have taken place during or outside of guiding activities.

Step 1: Complete this form

Step 2: Send to the CEO ceo@guidesvic.org.au

Step 3: Once submitted and the CEO acknowledges receiving the form, please destroy any hard copy records of this incident you have

Date completing this form:	Time completing this form:
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DETAILS OF PERSON REPORTING THE INCIDENT TO GGV

Preferred title:	Given names:	Surname:
Email:	Membership No.	
Phone:	Mobile:	

DETAILS OF INCIDENT

Location of incident:	Date of incident:
	Time of incident:
Name of person disclosing the incident:	
Names of people involved:	

Description of incident:

Assistance you received (if any):

DETAILS OF LEADER OF LEADER IN CHARGE (if different from above)

Preferred title:	Given names:	Surname:
Email:		Membership No.
Phone:	Mobile:	