



Child Protection Incident Report Form

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Approval Authority: CEO

Last Approval Date: March 2015

Review date: March 2016

Audience: UQ Sport Staff; UQ Community; Parents & Guardians; Children

UQ Sport is committed to practices that protect children from harm. This form should be completed if you are alerted to an incident of abuse, or suspect abuse of a child. Please complete this form within 24 hours of being alerted to an incident and forward it to the Designated Child Protection Person (DCPP): Junior Sport Coordinator or HR Manager.

This page is to be completed by the person alerted to, or suspects an incident.

Date of report:	
Time report was completed:	
Name(s) of persons involved in incident:	
Date incident occurred:	
Time incident occurred:	
Location where incident occurred:	
List any witnesses to the incident:	
Description of incident (please state facts):	
Immediate action taken:	
If no action taken – reason:	



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