

## AIFS Incident Notification Form

1. Names(s) of person reporting and contact details	
Name:	Telephone:
Position (i.e. Au pair, host parent):	Email:
2. Type of Allegation	
Please circle 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):
3. Details of Person(s) against whom the allegation has been made	
Family Name:	
Given Name:	
Sex:	
Date of birth:	
Nationality:	
Contact details:	
Position: (If applicable)	
4. Details of Victim(s)	
Family Name:	
Given Name:	
Sex:	
Date of birth:	
Nationality:	
Contact details:	
Age of child at time of alleged incident:	
Have any injuries been observed or reported?	
5. Further Details	
Is the victim still in danger of abuse or neglect?	
Are local police or other local authority aware of the incident\allegation?	
What other authorities have been informed?	
6. Any other pertinent information for initial assessment	

If you believe a child is at immediate risk of abuse or harm, please contact emergency services on 000.

AIFS use only	
Recorded in database:	Date:
Received Source	
Action	Date:
Approving Officer's signature	Date
Internal review completion	Date
Action	

