

# Serious incident notification

*Children's Services Act 1996, Children's Services Regulations 2009*

This form must be completed and sent to the relevant regional office of the Department of Education and Training when a serious incident involving a child being cared for or educated by the service has occurred (section 29C and regulation 90(2)).

The contact details for Regional Offices can be found at [www.education.vic.gov.au](http://www.education.vic.gov.au)

## Notification of a serious incident (select):

- Death of a child while being cared for or educated by the service.
- Injury or trauma to a child requiring the attention of a registered medical practitioner or admission to a hospital.
- A child appears to be missing or otherwise cannot be accounted for.
- A child appears to have been taken or removed from the service.
- Any incident requiring attendance by emergency services.

### Reporting requirements

*The prescribed manner for notifying the Secretary or delegate is by telephone within 24 hours of the incident followed by written notification as soon as practicable.*

## Service details

1. Name of Proprietor: ..... Licence ID: .....
2. Name of Service: .....
3. Address: ..... Postcode: .....
4. Name of contact person: ..... Phone number: .....
5. Email address: .....

## Notifier details

6. Name: .....
7. Phone number (if not an employee of the service): .....
8. The notifier is the:  Licensee  Primary nominee  Nominee  Other employee  
 Other (specify).....

## Notification details

9. When did the serious incident occur?  
Date: ..... / ..... / ..... Time: \_\_\_ am / pm
10. When was the department notified of the serious incident by telephone?  
Date: ..... / ..... / ..... Time: \_\_\_ am / pm  
Name of the person who made the notification: .....  
Name of the person you spoke to (if known): .....

**Privacy** The Secretary to the Department of Education and Training is committed to responsible and fair handling of personal information, consistent with the *Information Privacy Act 2001 (Vic)*, the *Health Records Act 2001 (Vic)* and other statutory obligations including obligations under the *Children's Services Act 1996 (Vic)*. The Department of Education and Training may need to disclose your personal information to other State and Commonwealth agencies to check or confirm the information you have provided. You can request access to or update your personal information by contacting us. Our information privacy policy is available at [www.education.vic.gov.au](http://www.education.vic.gov.au).







Where was the child?

Who found the child? .....





**Draw a plan indicating where the serious incident occurred and where the staff member(s) were positioned.**

## Declaration and signature

30. I declare/certify that:

- the information in this serious incident notification and any attachments are true and correct

The following people can sign this form:

- The owner of the service
- The licensee representative
- The primary nominee

Signature	Printed name	Position	Date
X			

### DET Office use only:

Received by:

Received: / /

Was the notification to the Department within the prescribed timelines  Yes

No