



Emerald Boxing & Fitness Club

Child Safety Complaint / Incident Reporting Form (Queensland)

This form is to be used to record a suspicion, allegation or disclosure of child abuse, or a complaint of unacceptable behaviour involving a child or young person.

Your name and position:

Name of the child or young person involved:

Name of person making the complaint (if different):

Name of person the complaint is made against:

1. Nature of the complaint

Include **time, date, location, what happened and who was involved**.
This may include observations of the child or young person's behaviour.

2. Details of any injuries

Include whether the child or young person **received medical attention**.

3. Child's account or reason for concern

Accurately record **what the child or young person said**, using their **exact words**, where possible.

If the concern arises from an **indirect disclosure** (such as a drawing, behaviour or third-party information), record why you suspect abuse.

*Do not interview the child or young person unless it is part of your professional role. Formal investigations and interviews will be conducted by **Queensland Police Service** and/or **Child Safety Services**.*

4. Details of witnesses

Record the details of **anyone who saw or heard what happened**.

5. Does this complaint indicate possible child abuse?

(physical abuse, emotional or psychological abuse, sexual abuse or neglect)

Yes No

6. External or internal reporting

Who has this matter been reported to?

- Queensland Police Service (QPS)
- Child Safety Services (Department of Children, Youth Justice and Multicultural Affairs)
- Queensland Family and Child Commission (Reportable Conduct Scheme, if applicable)
- Internal club reporting (name role/person): _____
- Other (please specify): _____

7. People spoken to about this matter

List who was spoken to and why (e.g. police officers, Child Safety officers, QFCC staff, club officials).

Date(s):