

NRPC

Incident or Information Report

(Admin Use Only)

WORS Ref:

Control Ref:

Related IR Ref:

Other Ref: SC 15-0574



Report Completed By:		Print: [REDACTED]	Sign: [REDACTED]	Time: 1500	Date: 03/09/2015
Incident	Date:	03/09/2015	Service Provider:	Save The Children Australia	
Incident	Time:	1347hs			
Incident Type:	Assault on a detainee under 18 years		Risk Rating: (Please Circle >>)	Information	Minor
Stakeholder Involved:	Yes		Minor Involved:	Yes	Major
Primary Location:	Area Ten, RPC3				
Location Description:	Tent [REDACTED]				
Team Leader Reviewed:	Print:	[REDACTED]	Sign:	[REDACTED]	Time: 1512
Supervisor Reviewed:	Print:	[REDACTED]	Sign:	[REDACTED]	Time: 1515
Control Reviewed:	Print:	[REDACTED]	Sign:	[REDACTED]	Time: [REDACTED]

Ensure Report includes: Who: Who was involved What: What happened Why: Why did it happen When: When did it happen How: How did it happen Actions: Actions you undertook Resolutions: What did you do to resolve the incident Notifications: Who did you notify about the incident

At 1330, Asylum Seeker [REDACTED] approached Save the Children (SCA) Case Worker (CW) [REDACTED] in the mess at RPC3. [REDACTED] was crying and was observed to be very shaken. [REDACTED] and [REDACTED] sat outside where [REDACTED] reported that a Wilsons Security Guard had just hit him. [REDACTED] explained to [REDACTED] that he was in tent [REDACTED] with [REDACTED] and [REDACTED] when a security guard entered and yelled at them, "Why are you in here?". [REDACTED] then reported that the security guard grabbed him around the throat and hit his head against the ground twice. [REDACTED] also said that the security guard threw a chair on him and showed [REDACTED] a red raised mark on his arm. At this stage, [REDACTED], [REDACTED] and [REDACTED] had joined the conversation and all confirmed what [REDACTED] had reported. [REDACTED] asked [REDACTED] to show her who the security guard was. The children lead CW to area 10 and pointed at a male security guard, who was later identified by CW [REDACTED] as [REDACTED]. [REDACTED] said "he hit me". [REDACTED] then asked [REDACTED] "why did you hit me?". [REDACTED] then moved towards [REDACTED] and in a raised voice responded "why did you come in here, you are not allowed in here, get out of here". [REDACTED] then lead the children out of area 10. A number of other asylum seekers approached the children and were speaking in Arabic about the incident. At this time, [REDACTED] left the conversation in order to phone Control.

- Action Taken:**
1. Case Manager [REDACTED] phoned Wilsons Control at 1347
 2. Case Manager [REDACTED] phoned SCA Welfare Manager [REDACTED] 1348
 3. Case Manager [REDACTED] phoned IHMS and was advised by [REDACTED] for [REDACTED] parents to bring him to IHMS at 1352
 4. Case Manager [REDACTED] advised [REDACTED] parents to take [REDACTED] to IHMS for observation

Persons Involved

Name:	Service Provider/Asylum Seeker ID	Involvement (POI, Victim, Witness)
[REDACTED]	[REDACTED]	Victim
[REDACTED]	[REDACTED]	Witness
[REDACTED]	[REDACTED]	Witness
[REDACTED]	[REDACTED]	Witness
[REDACTED]	Save the Children Australia	Witness
[REDACTED]	Save the Children Australia	Witness
[REDACTED]	Wilsons Security	POI

NOTE: Threat self-harm & Assault Incidents involving minors (under 18) is classified as a **Major Incident**.
Actual self-harm Incidents involving minors (under 18) is classified as a **Critical Incident**.
Incidents involving minors (under 18) please include their **AGE**.

Incident Report Form

Managers/Coordinators Approval Checklist (v1.6)



NRPC	
Control Ref:	
Other Ref:	

Report Completed By:	Print	Time	Date
Incident Type:	Print	Time	Date
Stakeholder Involved:	Print	Time	Date
Primary Location:	Print	Time	Date

Service Provider:	Print	Time	Date
Risk Rating:	Print	Time	Date
Minor Involved:	Print	Time	Date
Position Description:	Print	Time	Date
Team Leader Reviewed:	Print	Time	Date
Supervisor Reviewed:	Print	Time	Date
Control Reviewed:	Print	Time	Date

Action Taken:	Print	Time	Date
Personnel Involved:	Print	Time	Date
Name:	Print	Time	Date
Service Provider/Asylum Seeker ID:	Print	Time	Date
Involvement:	Print	Time	Date

NOTE: Times within & around incidents are given within 1 hour of the incident. Actual incident times may vary. If the incident is a major incident, the times should be given within 1 hour of the incident.
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Name of Asylum Seeker/s and Service Providers are clear and match those written in body of IR

IDs match Asylum Seeker names

Name/s of Service Provider is clear

Involvement clear (POI, Victim, Witness)
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Most current version of IR Form has been used

Name printed clearly
Signed by staff member
Name is correct
Date is correct

Incident time recorded
Incident time & Report completed time is within
Reporting timeframe

Incident Type matches Incident Types listed in
Report Matrix

Incident does not fit into an Incident Type listed
in Incident Report Matrix, call Ops Manager

Stakeholder involved Yes/No circled and is correct

Primary Location recorded and correct

Action Description recorded and correct

Coordinator or Manager (not Senior) signs in Team
Reviewed section when IR review is complete

Name printed clearly
Name is within the reporting timeframe (check
date time, 'Report completed time', and 'Team
signed time')

Name is within the reporting timeframe (check
date time, 'Report completed time', and 'Team
signed time')

Supervisor Reviewed & Control Reviewed sections
Blank for Wilsons to complete

Incident Report clearly states:

- Who was involved
- What happened
- Why did it happen
- When did it happen
- How did it happen
- What staff member did to resolve incident

Incident involves minors (children), the ages of
children are stated

Incident Report states the facts (does not state
staff's opinions)

☒ SCA written in "Service Provider" box

☐ Information is NOT circled
☒ Risk Rating correlates with Incident Report
Matrix

☒ If Risk Rating is Major or Critical, Command
has been informed.

Day number - 5570635

Night number - 5570670

☒ If Risk Rating is Major or Critical, Ops Manager
has been informed

☒ Minor (child) Involved Yes/No circled and is
correct

☐ If Yes and incident is rated Major or Critical,
Welfare Manager has been informed

☐ If Risk Rating is Major or Critical, verbal report
time to Command is recorded as Action 1, ie:
Notified Command by phone at 800am

☐ Verbal report time is within reporting
timeframe

☒ If incident involves a minor (child) and
incident is rated Major or Critical, Welfare
Manager notification time listed as Action 2.

Name of Manager/Coordinator

Signature

Date

3.9.15

☐ Staff Member takes IR to Command/Control

☐ Staff Member makes 2 photocopies of IR after
Command/Control signs IR

☐ Staff Member attaches this signed checklist to 1 IR
copy and puts in SCA Admin Office "Copies of IR"
in tray

☐ Staff Member puts 2nd copy of IR in "Welfare
Manager" In tray