NRPC Incident or Information Report (Admin Use Only)

	WORS Ref:
	Control Ref:
	Related IR Ref:
	Other Ref: Sch 15.0574
_	



Report Completed	Ву:	Print:	Sign:		Time: [5	0.0	Date: 03/09/2015
	Date: Fime:	03/09/2015 1347hs	Service Provider:	Save The	Children	Austr	ralia
ncident Type:		Assault on tetained un	Risk Rating: (Please Circle >>	Information	Minor	Majo	Critical
Stakeholder Involv	ed:	Yes	Minor Involved:	Yes		19 160	
Primary Location:		Area Ten, RPC3					
Location Descripti	on:	Tent		***************************************			
Team Leader Revie	ewed:	Print:	Sign:		Time: 5	12	Date: 03/09/2015
Supervisor Reviewed:		Print:	Sign:		Time: 150	1515	Date: 03/09/2015
Control Reviewed:		Print:	Sign:		Time:		Date: 03/09/2015
	that a V	Wilsons Security Gu	and when ted that the security guard grabbed him	and and a security guaround the the	sat ou that he wa ard entered nroat and h	utside v us in te d and nit his t	nt with yelled at them, nead against the
"Why are you in here" ground twice. this stage, to show was late identified by me?". then mo here, get out of here were speaking in Ara Action Taken:	her who	and had join the security guard as wards then lead the childrent the incident. At the Case Manager Case Manager	curity guard threw a chair on him and slined the conversation and all confirmed was. The children lead CW to area 10 said "he hit me". and in a raised voice responded "why diren out of area 10. A number of other at this time, left the conversation in phoned Wilsons Comphoned SCA Welfare phoned IHMS and whim to IHMS at 1352	what and pointed a then as did you come i sylum seekers order to phone trol at 1347 Manager	had reat a male s sked in here, you s approach e Control.	eporte security "why u are r	y guard, who y did you hit not allowed in
ground twice. this stage, to show was late identified by me?". then mo here, get out of here' were speaking in Ara Action Taken:	ther who CW soved too 1. 2. 3.	and had join the security guard as wards then lead the childrent the incident. At the Case Manager Case Manager	and in a raised voice responded "why of this time," left the conversation in the phoned SCA Welfare phoned IHMS and was a side of the conversation in the phoned IHMS and was a side of the conversation in the phoned IHMS and was a side of the conversation in the phoned IHMS and was a side of the conversation in the phoned IHMS and was a side of the conversation in the phoned IHMS and was a side of the conversation in the phoned IHMS and was a side of the conversation in the convers	what and pointed a then as did you come i sylum seekers order to phone trol at 1347 Manager	had reat a male so sked in here, you so approache Control.	eporte security "why u are r	d. asked y guard, who y did you hit not allowed in e children and
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gned by staff member ame printed clearly me is correct ate is correct

cident time & Report completed time is within cident time recorded eporting timeframe

cident Type matches Incident Types listed in ent Report Matrix ncident does not fit into an Incident Type listed le Incident Report Matrix, call Ops Manager

TH Risk Rating is Major or Critical, Ops Manager

has been informed

Nightnumber - 5570670

Day number - 5570635 has been informed.

THE Risk Rating is Major or Critical, Command

Waisk Rating correlates with Incident Report

Information is NOT circled

SCA written in "Service Provider" box

akeholder involved Yes/No circled and is correct imary Location recorded and correct

ocation Description recorded and correct

ordinator or Manager (not Senior) signs in Team er Reviewed section when IR review is complete me is within the reporting timeframe (check ame printed clearly

dent time', 'Report completed time', and 'Team ate is within the reporting timeframe (check er signed time')

pervisor Reviewed & Control Reviewed sections dent time', 'Report completed date', and 'Team lank for Wilsons to complete er signed date')

cident Report clearly states:

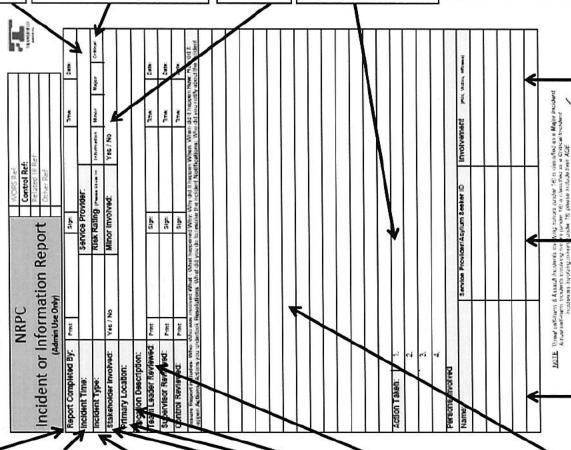
- Who was involved
- What happened
- When did it happen Why did it happen
 - How did it happen
- What staff member did to resolve incident
- Incident involves minors (children), the ages of cident Report states the facts (does not state ildren are stated

er's opinions)

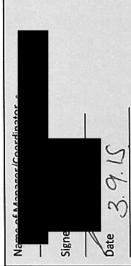
□'Wost current version of IR Form has been used

Incident Report Form

Managers/Coordinators Approval Checklist (v1.6)



☐ If Risk Rating is Major or Critical, verbal report Minor (child) Involved Yes/No circled and is DHf Yes and incident is rated Major or Critical, time to Command is recorded as Action 1, ie: Manager notification time listed as Action 2. incident is rated Major or Critical, Welfare If incident involves a minor (child) and Derbal report time is within reporting Notified Command by phone at 800am Welfare Manager has been informed timeframe



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

也 Involvement clear

The match Asylum

(POI, Victim, Witness)

☐ Name/s of Service

Providers are clear and match those written in

body of IR

Seeker/s and Service A Name of Asylum

Seeker names

Provider is clear

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

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

Manager" Intray