



Community Child Care Fund Restricted Grant Incident Notification Form

NOTE: This form is a SmartForm designed to be used in Adobe Acrobat Reader. Adobe Acrobat Reader software should be set as the default program for .pdf documents. If you do not do this you may experience difficulties using this form. If you do not currently have the Adobe Acrobat Reader software program, it is available as a free download from the [Adobe website](#).

About this form

This form is for **Community Child Care Fund Restricted (CCCFR) grant recipients** to report **incidents** to the Australian Government Department of Education.

Reporting incidents is:

- a condition of your grant
- required under the [Child Care Subsidy Minister's Rules 2017](#), including sections 46(AA) and 49(4A).

You must notify us **in writing within 24 hours** if:

- a serious incident occurs
- something happens that could have resulted in a serious incident
- you receive a complaint alleging a serious incident has occurred or is occurring
- you reasonably believe a child has been physically or sexually abused while being cared for by the service
- you receive an allegation of physical or sexual abuse of a child while being cared for by the service

This form supports your obligation to notify the department **within 24 hours**, after you have met your mandatory reporting requirements to state or territory child protection authorities.

Failure to comply may result in:

- suspension or sanction of your provider approval
- reduction, suspension or termination of CCCF funding.

For guidance on what is considered a notifiable incident, timeframes, and related reporting obligations (including to child protection authorities), refer to [reporting incidents if you get a CCCFR grant](#).

NOTE: If your service does not get a CCCFR grant, do not use this form.

Refer to your [state or territory regulatory authority](#) for reporting requirements.

Privacy statement

The Department of Education (the department) Privacy Policy embodies our commitment to protecting the personal information we hold in accordance with the *Privacy Act 1988* (Cth) and to the requirements of the Australian Privacy Principles (APPs) contained within that Act.

Personal information is information or an opinion about an identified or reasonably identifiable individual. Personal information includes an individual's name and contact details.

Sensitive information is a subset of personal information. It includes information or an opinion about racial or ethnic origin, political opinions, religious beliefs or affiliations, philosophical beliefs, membership of associations or unions, sexual orientation or practices, criminal record, or health, genetic or biometric information

For grant recipients who must notify the department of a serious incident under the Minister's Rules, the collection of personal information (including sensitive information) in this form is authorised by or under the Family Assistance Law (FAL), which consists of the *A New Tax System (Family Assistance) Act 1999*, the Administration Act, and any instruments made under those Acts.

The personal information is collected by the department for the purposes of:

- monitoring providers' compliance with their obligations under the FAL and taking action in relation to non-compliance
- responding to serious incidents
- administration of grants to providers
- related purposes.

The personal information may be disclosed to:

- the department's Ministers or their advisers
- government agencies with responsibility for child care, or health and safety
- an enforcement body, within the meaning of the *Privacy Act 1988* (Cth)
- a government department, or any of its Ministers, which is responsible for administering early childhood development, or pre-school education policies and programs.

The personal information is unlikely to be disclosed to overseas recipients.

The consequences of not providing some or all of the personal information requested are:

- it may constitute a failure to report a serious incident (or circumstances that could have resulted in a serious incident), which may be a legal obligation under the Administration Act. Breach of this obligation may result in compliance action being taken against the provider and a sanction being imposed (such as suspension or cancellation of provider approval), and may also constitute a criminal offence under section 204F of the Administration Act
- it may prejudice the investigation of the serious incident
- it may constitute a failure to comply with the conditions in the CCCFR grant agreement.

The department's Privacy Policy, including information on how to make a privacy complaint and how to access and correct personal information held by us, can be found at www.education.gov.au/privacy or by requesting a copy from us at privacy@education.gov.au.

Section 1 – Incident details

1.1 Provider/service details

Provider name	CRN
Service name	CRN
Address	Postcode
Name of contact person	
Phone number	Email

1.2 Notification details

When did the incident occur?	Date	Time
Where did the incident occur?		

1.3 Type of reportable incident

A child has died at the service, or following an incident, while being cared for by the service.

Serious injury, harm or trauma to, or serious illness of, a child while being cared for by the service, where the urgent attention of a medical practitioner or attendance at a hospital was sought or should have been sought.

Attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought.

A child was missing from the service or was unable to be accounted for.

A child appears to have been taken or removed from the premises without proper authorisation.

A child was accidentally locked in or out of the premises, or part of those premises, where the care was being provided.

A complaint has been received alleging that a serious incident has occurred, or is occurring, while children are being educated and cared for by the service.

An incident has occurred where the approved provider reasonably believes that physical or sexual abuse has occurred or is occurring, while a child is being educated and cared for by the service.

An allegation has been made that physical or sexual abuse of a child, or children, has occurred or is occurring, while a child is being educated and cared for by the service.

A circumstance occurs that could have resulted in a serious incident.

1.4 Name of persons* who witnessed the incident, or who were involved in the immediate response to the incident

(Please provide full details, if applicable. Also note that if names or details of those on the list are not available immediately after the incident, they can be sent through later)

Name	Position	Contact number (if staff)	First Aid certificate and date of expiry (if staff)	Working with Children Check number and date of expiry (if staff)

*Persons include staff members, volunteers and any person who observed the incident.

1.5 Child details

(If more than one child, please attach a separate list)

Given name

Family name

Date of birth

Parent(s) or guardian(s) name

Has the parent(s) or guardian(s) been notified

Yes

No

Date

Time

If no, what are the reasons

1.6 Details of the incident/complaint

Detail the circumstances of the incident/complaint, including:

- what the child was doing at the time of the incident
- actions taken by the service immediately after the incident (including to prevent a similar incident happening again)
- details of any witnesses
- if first aid was applied and emergency services' involvement
- anything else that may be relevant.

If you need more space, please include additional statements/documents when submitting this form.

Section 2 – Additional information

Complete the following section if:

- a. a child was missing, taken or removed from the service
- b. a child was accidentally locked in or locked out of premises, or any part of the premises, where care is provided (includes vehicles)
- c. the provider receives an allegation that physical or sexual abuse of a child or children has occurred or is occurring while the child or children are being educated and cared for by the service
- d. an incident has occurred where the provider reasonably believes physical or sexual abuse of a child(ren) has occurred or is occurring, while a child is being educated and cared for by the service
- e. you have other relevant information.

2.1 A child was missing, taken or removed from the service

What time did staff notice the child was missing?	Time	AM	PM
What time was the child found?	Time	AM	PM
Where was the child?			
Who found the child?			
Additional information			

2.2 A child was locked in or out of premises or vehicles

What time did staff notice the child was missing?	Time	AM	PM
What time was the child found?	Time	AM	PM
Where was the child?			
Who found the child?			
Additional information			

2.3 An allegation was received that physical or sexual abuse occurred while the child was educated and cared for by the service

When was the allegation that physical or sexual abuse occurred received?

Date Time AM PM

Have you completed necessary mandatory reporting with your state or regulatory authorities? Yes No

If so, please provide the mandatory reporting number

Provide additional information and steps not outlined in section 1

2.4 A reasonable belief that physical or sexual abuse of a child or children has occurred

When did staff come to the reasonable belief that physical or sexual abuse of a child has occurred?

Date Time AM PM

Have you completed necessary mandatory reporting with your state or regulatory authorities? Yes No

If so, please provide the mandatory reporting number

Provide additional information and steps not outlined in section 1

Section 3 – Declaration

I,

(insert full name of notifier)

of,

(insert address)

am a

(provider or person with management or control)

I declare that:

1. The information provided in this form (including any attachments) is true, complete and correct.
2. I have read, understood and agree to the conditions and the associated material contained in this form.
3. I am familiar with the obligations under the FAL and the CCCFR grant agreement.
4. I understand the department is authorised to verify any information provided in this form.
5. I declare/certify that all reporting obligations under State or Territory laws, and/or regulatory authorities in relation to this incident have been met.
6. I understand some of the information provided in this form may be disclosed to the state or territory regulator and may be disclosed to other persons/authorities where authorised by the Education and Care Services National Law or other legislation.
7. I understand that if the service is regulated by a regulatory authority, the regulator will have the right (but will not be obliged) to act in reliance upon the contents of the notification, including its attachments.
8. I am aware that giving false or misleading information on this form is a serious offence.
9. Where I have provided personal information about other individuals on this form, those individuals (or their parent/guardian as appropriate) have been made aware that their personal information (including sensitive information) will be shared with the department and used and disclosed by the department as outlined in the above privacy statement.

Signature of notifier

Time

Date

Complete and save this form, then email it with any supporting documents to:

CCCFRrestricted@education.gov.au if your CCCFR service is regulated under the National Quality Framework or state and territory residual legislation.

FALQualitySafetyRegulation@education.gov.au if your CCCFR service is regulated under the *Child Care Subsidy Minister's Rules 2017*.

Include ***"Incident notification form"*** in the subject line.