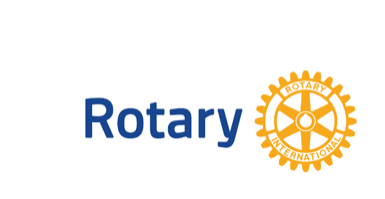
**Attachment A: – District 9685 - Rotary Youth Protection Incident Report**



**ROTARY YOUTH PROTECTION INCIDENT REPORT**

**Instructions:** Complete the following report leaving no field blank. If a question does not apply to this situation, please enter “NA.” Incident reports should be emailed to the District Youth Protection Officer within 72 hours (email: youthprotection@rotarydistrict9685.org.au). After submitting the report, please continue to update the District Governor and the District Youth Protection Officer as further information develops.

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| --- | --- | --- | --- |
| **REPORTER INFORMATION** | | | |
| Reporter’s Name: |  | Title/Role: |  |
| District: |  | Telephone(s): |  |
| Date & time of report: |  | Email: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **ALLEGED VICTIM INFORMATION** | | | |
| Last Name: |  | First Name: |  |
| Date of Birth: |  | Citizenship: |  |
| ***If incident occurred during a Rotary Youth Exchange, please provide the program details listed below:*** | | | |
| Host District: |  | Host Club: |  |
| Sponsor District: |  | Sponsor Club: |  |
| Host Family Name & Address: |  | Host Family Phone: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **ALLEGED OFFENDER INFORMATION** | | | |
| Last Name: |  | First Name: |  |
| Relationship to the youth named above: |  | Title/Role (if applicable: |  |
| Club name  (if Rotarian): |  | | |
| Other Parties Involved:  (contact information) |  | | |

|  |  |
| --- | --- |
| **SUMMARY Facts** | |
| Date and time of incident: |  |
| Location of incident: |  |
| *Please provide details of the incident- witnesses:* | |

| **ACTION TAKEN** |
| --- |
| *Provide details on the action taken after the incident was reported to you/your organization:* |
| Is the youth currently in a safe place? |
| Has the alleged offender been removed from youth programs while the investigation is performed? |
| Please list all individuals or organizations that have been informed of the alleged incident to date?  *(Example: districts, clubs, youth participant’s parents - legal guardians, district governor, youth protection officer, etc)* |
| Has the alleged incident been reported to Police - local law enforcement? If not, why? |
| Are Police - local law enforcement investigating the allegation, or have any official charges been made? If so, please describe: |
| Have any support services been offered to the youth? If so, please describe the service/provider: |

|  |
| --- |
| **FUTURE STEPS** |
| *Provide details on any future action that you/your organization plan to take regarding this allegation – in particular in support of the young person:* |
| Have you received any media inquiries regarding the allegation? If so, please describe: |