**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: |  |

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|  **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:  |  |

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| **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)  |  |

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

| **ACTION TAKEN**  |
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| *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:     |

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| **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:  |