The Combined Rotary International Districts of Australia
Sexual Abuse Incident Report

Insured Name	
Rotary Club of	
Rotary District	

Reporters Contact Details	
Name	
Address	
Email Address	
Phone Number	

When did the incident happen?			
Date of Incident:		**Time of Incident:**	

Where did it happen?	
Address/location of incident:	

Alleged Victim's Information:			
Name:			
Description of Victim if name is unknown:			
Gender:			
Date of Birth:		**Age:**	
Address:			
Phone Number:			

Alleged Offender Information	
Name:	
Relationship to the Victim	
Rotary Club of (if Rotarian):	
Other Parties Involved:	

What happened?

Describe the incident and the immediate response of staff :

Incident details should be a brief factual account of the incident. Include who was involved; how, where and when the incident occurred; who is injured and the nature and extent of injuries (if applicable).

What actions have been taken?

Please describe what actions have been taken to address safety risks and what will be done to prevent reoccurrence of the incident:

Police contacted:	☐ Yes	☐ No	Time:	Date:
Police officer's name:			Phone Number:	
Police investigation:	☐ Yes	☐ No	Date:	
Has the Victim been offered any support services? If so, please describe the service/ provider:				
Please list all individuals or organizations that have been informed of the alleged incident to date? *(Example: districts, clubs, youth participant's legal guardians, district governor, youth protection officer, etc)*				

Reporting person's name:	
Signed:	
Date	