

CHILD SAFETY REPORTING FORM



Call 000 if a child is at immediate risk.

What's this form for?

Use the resources on this form to report any concerns you have about conduct by a Meander Valley Council Worker towards a child.

Helpful definitions

- A **child** is any person under 18 years of age.
- A **Council Worker** includes any person who is 18 or older who has been engaged by Meander Valley Council as any of the following:
 - an employee
 - a Councillor or any other elected official
 - a committee member or office holder
 - a volunteer
 - a contractor or consultant
 - a trainee, apprentice, intern, placement student, or work experience participant
 - any other person carrying out work or activity under the supervision, or on behalf, of the Council

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Options for reporting

You have multiple ways to report concerns about conduct by a Meander Valley Council Worker towards a child:

- Report concerns directly to the [Officer of the Independent Regulator](#)
- Contact [Strong Families Safe Kids](#)
- Complete this Child Safety Reporting Form

Child Safety Reporting Form

There are two ways to complete the Child Safety Reporting Form:

- Download and complete this PDF form and return it Meander Valley Council by
 - Emailing it to childsafety@mvc.tas.gov.au
 - Dropping it off at **26 Lyall St, Westbury Tasmania 7303**
 - Mailing it to **PO Box 102, Westbury Tasmania 7303**
- Filling out the online form [on our website](#)

What to expect

The Child Safety Reporting Form intends to help capture all relevant information about your concerns. Please provide as much relevant information as you can. If you don't have information for any part of the form, it's ok to write 'unknown'.

Meander Valley Council takes all reports seriously. Following your submission, the information will be used to investigate the matter and, where required, report to the appropriate authorities and bodies.

We ask for your contact details so that we can follow up with you to clarify information, request additional information, or update you on the process. You can submit anonymously; however, this may limit Meander Valley Council's ability to investigate and act on your concerns.

YOUR DETAILS

Name

Email

Phone

Can we contact you for further information, if required? *(please tick)*

☐

Yes

☐

No

Preferred contact method

☐

Phone

☐

Email

☐

Other *(please specify below)*

Please specify here

What best describes you? *(please tick)*

Child or young person

☐

Visitor to Meander Valley

☐

Family member of caregiver of a child or young person

☐

Resident of Meander Valley

☐

Council Worker *(see definition above)*

☐

Other *(please specify below)*

☐

Please specify here

2 | DETAILS OF INVOLVED CHILDREN

NAME	AGE	DATE OF BIRTH
		/ /
OTHER INFORMATION		

NAME	AGE	DATE OF BIRTH
		/ /
OTHER INFORMATION		

DETAILS OF INVOLVED COUNCIL WORKERS

NAME	ROLE INFORMATION
	e.g. department, location, role
OTHER IDENTIFYING INFORMATION	

NAME	ROLE INFORMATION
	e.g. department, location, role
OTHER IDENTIFYING INFORMATION	

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CONDUCT BY COUNCIL WORKER

DETAILS OF WHAT OCCURRED
Please provide the DATE(S) and LOCATION(S) of the conduct.
Please provide as much detail as possible on what occurred. For example: witnesses, cars present, or other background information. You can include attachments when emailing this form.
Extra space provided on the next page →

OTHER INFORMATION

If you would like to share other information, please do so here.

Personal Information Collection Notice

You are providing personal information to Council, which will be managed in accordance with the *Personal Information Protection Act 2004*. This information will be used for:

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- reporting, investigating, and responding to your concerns
- following up with you, where appropriate
- meeting legal obligations, including disclosure to—
 - the Office of the Independent Regulator
 - Tasmania Police or other relevant law enforcement bodies
 - other entities permitted under the *Child and Youth Safe Organisations Act 2023*
- related purposes or lawful disclosure to third parties

Please note:

- failure to provide this information may limit Council's ability to address your concerns or maintain proper records.
- you have the right to request access to your personal information held by Council.

By submitting this form, you confirm that you have read and understand the above information.

Remember, you can return this form to Meander Valley Council by:

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- Mailing it to **PO Box 102, Westbury Tasmania 7303**