

Critical Incident Reporting

Critical Incident Types

LEVEL 1 Immediate verbal notification to the Regional Director or Director followed by critical incident report form To be submitted within <u>four</u> business hours of the staff member becoming aware of the incident	
1.1 Death of a person	<ul style="list-style-type: none"> • who is a child or young person subject to departmental intervention • who is a child or young person known to Child Safety or Youth Justice in the previous 12 months • who is a client, foster or kinship carer or staff member • where a child or young person subject to departmental intervention, client, foster or kinship carer or staff member is allegedly involved in the death • while attending or using department provided or funded services, facilities or activities
1.2 Life threatening injury to a person **	<ul style="list-style-type: none"> • of or by a child or young person subject to departmental intervention • who is a client, foster or kinship carer or staff member • where a child or young person subject to departmental intervention, client, foster or kinship carer or staff member is allegedly involved in the injury • while attending or using departmental provided or funded services, facilities or activities
1.3 Serious injury to a child or young person that results in hospitalisation **	<ul style="list-style-type: none"> • who is a child or young person subject to departmental intervention • when a child or young person known to Child Safety in the previous 12 months, is believed to have an injury that meets the definition of a serious physical injury under the <i>Child Protection Act 1999</i>
1.4 Abduction	<ul style="list-style-type: none"> • abduction of a child or young person subject to departmental intervention from their carer or service provider
1.5 Major security incident	<ul style="list-style-type: none"> • a major security incident involving an emergency response to a hostage situation, fire, natural disaster, power failure, bomb threat or discovery of a bomb
1.6 Alleged rape, sexual assault or serious assault of a child under 14 years **	<ul style="list-style-type: none"> • of or by a child or young person subject to departmental intervention • while attending or using department provided or funded services, facilities or activities

LEVEL 2 Immediate verbal notification to the manager followed by a critical incident report form submitted by 5pm next business day of the staff member becoming aware of the incident	
2.1 Serious injury to a person that results in hospitalisation	<ul style="list-style-type: none"> • where a child or young person subject to departmental intervention, client, foster or kinship carer or staff is allegedly involved in the injury • while attending or using department provided or funded services, facilities or activities
2.2 Alleged rape, sexual assault or serious assault **	<ul style="list-style-type: none"> • of or by a child or young person subject to departmental intervention • of or by a person while attending or using department provided or funded services, facilities or activities • of a departmental staff member whilst performing their duties

2.3 Attempted suicide	<ul style="list-style-type: none"> • of a child or young person subject to departmental intervention • of a child or young person in a departmental facility • of a child or young person who is a client of accommodation provided or funded by the department;
2.4 Missing Child or Young Person	<ul style="list-style-type: none"> • a child or young person subject to departmental intervention missing from their place of residence where there are serious concerns for their safety or wellbeing due to their vulnerability (for example: under 12 years of age, suicide risk, impaired capacity, medical needs)

** Please note under s14(2) of the *Child Protection Act 1999* , critical incidents that result in harm to a child in care (i.e. assault) should be reported to the police.