



# Child and Youth Safety Reporting Form

**If a child or young person is at immediate risk call 000 or contact the Strong Families, Safe Kids Advice and Referral Line on 1800 000 123.**

Please complete this form to report concerns or complaints about child or youth safety involving an NRE Tas employee, volunteer, or contractor. This includes reports of physical violence, sexual misconduct, sexual offences, grooming or other reportable conduct committed against, or in the presence of, children and young people.

Please provide as much detail as you are able and comfortable to do so. We, the department, take all reports seriously. All reports of misconduct will be investigated accordingly, and appropriate actions taken to prevent further harm.

We ask you to enter your contact details. Information you provide will be shared with the person(s) assigned to investigate, and with the Office of the Independent Regulator for oversight.

You can submit an anonymous report, however we do ask you to enter a valid email address. You must provide enough detail for responding persons to adequately assess the concern and identify any persons of interest. Submitting an anonymous report may limit the scope of investigation and response. Any malicious or intentionally false reports will be responded to in accordance with the law.

If you don't feel comfortable reporting through NRE Tas, you can report the incident or concern directly to the Office of the Independent Regulator: <https://oir.tas.gov.au/report-a-concern>

If you would prefer to talk to someone about your concerns, please contact Strong Families, Safe Kids Advice and Referral Line on 1800 000 123.

## Details of report

Your details:

Full name	
Contact phone number	
Email address	

Indicate preferred contact method (phone call, email, text message, other – please provide details)

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Details of child/ren or young person/s involved in this concern, if different to above:

Name/s	
Age/date of birth (if known)	
Other information about the child or young person (if known), e.g address, parents,	

Whose conduct are you reporting?

Name/s (if known)	
Work area (e.g. division, business unit, branch, role)	
Any other details	

When did this happen (date or approximate)

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Where did this happen (location - please be as specific as possible, for example, at the picnic area near the bridge at Campbell Town)

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Details of what happened - please provide as much detail as you can, and include anything relevant, e.g. were there any witnesses? Any background information? You can also provide attachments.

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Have you told anyone else?

Who did you tell? (eg Police, Advice & Referral Line, other worker)	
When did you tell them?	

Is there any further information you would like to tell us?

### What happens next?

NRE Tas is committed to the safety of children and young people and takes all reports of concerns very seriously. Your concerns or complaint will be forwarded to the Independent Regulator. If you have chosen to identify yourself, we will contact you to advise next steps.

### More questions?

You have taken an important step in reporting your concerns. Please contact us at [childsafety@nre.tas.gov.au](mailto:childsafety@nre.tas.gov.au) or on 03 6165 3198 if you would like to discuss any questions you may have.

### Personal Information Collection Statement

You are providing personal information to NRE Tas, which will manage that information in accordance with the *Personal Information Protection Act 2004*. The personal information collected here will be used by the department for the purpose of reporting, investigating, and responding to your concerns, and follow-up with you if appropriate. The information will be shared with the Regulator, as required by law. It may also be shared with Tasmania Police, other relevant law enforcement bodies or other entities or organisations as permitted under the *Child and Youth Safe Organisations Act 2023*, if appropriate. Failure to provide this information may result in us not being able to act on your concerns or records not being properly maintained. The department may also use the information for related purposes or disclose it to third parties in circumstances allowed for by law. You have the right to access your personal information by request to the department.

