



Australian Government

Department of Foreign Affairs and Trade

Child Incident Notification (CIN)

This document is to be provided to the Conduct and Ethics Section (CEU) within the Department of Foreign Affairs and Trade (DFAT) at childwelfare@dfat.gov.au as soon as possible.

CEU will assess the notification and direct it to the proper area of inquiry and investigation within the Department.

Privacy Notification

The Department collects and uses your personal information to assist DFAT in maintaining safe environments for children during the delivery of its business. DFAT may contact you about the information you have provided. DFAT may disclose the information you have provided to the Australian Federal Police and/or overseas authorities so that any threats to a child’s safety, welfare and wellbeing can be investigated by the appropriate authority. If we are unable to collect your personal information, authorities may be unable to fully investigate the circumstances being reported.

The Department’s Privacy Policy is available at: <http://dfat.gov.au/about-us/about-this-website/pages/privacy.aspx>.

It describes how DFAT protects and manages personal information, including sensitive information, consistent with DFAT’s obligations under the Privacy Act. It explains how:

- you can access and seek to correct your personal information
- to make a complaint about our privacy practices and how your complaint will be handled.

| 1. Names(s) of person reporting and contact details | |
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| Name: | Telephone: |
| Position: | Email: |
| 2. Reporting Post or Organisation | |
| Post or Organisation: | Country: |
| 3. Type of Allegation | |
| Please circle most appropriate description of alleged incident: Sexual Abuse\Sexual Misconduct Physical Abuse Psychological Abuse Neglect Other | Further details if known (Date\location\when report was received): Other relevant details: (For example implements used, vulnerability, or disability factors): |

| 4. Details of Person(s) against whom the allegation has been made | | | | | |
|---|-----------------------------|--|--------------|-------------------------------------|-----------|
| Family Name: | | | | | |
| Given Name: | | | | | |
| Sex: | | | | | |
| Date of birth: | | | | | |
| Nationality: | | | | | |
| Contact details: | | | | | |
| Employer\Program: | | | | | |
| (Please circle most appropriate descriptor. You can circle more than one) | DFAT Employee including LES | Australian Citizen or Permanent Resident | NGO Employee | Contractor including sub-contractor | Volunteer |
| Position: (If applicable) | | | | | |
| 5. Details of Victim(s) | | | | | |
| Family Name: | | | | | |
| Given Name: | | | | | |
| Sex: | | | | | |
| Date of birth: | | | | | |
| Nationality: | | | | | |
| Contact details: | | | | | |
| Age of child at time of alleged incident: | | | | | |
| Have any injuries been observed or reported? <i>(If more space is needed, please utilise Section 8)</i> | | | | | |
| | | | | | |
| 6. Further Details | | | | | |
| Is the victim still in danger of abuse or neglect? | | | | | |
| Are local police or other local authority aware of the incident\allegation? | | | | | |
| What other authorities have been informed? | | | | | |
| Has the AFP at post (where relevant) been advised or consulted? If so, what is their response or proposed action? | | | | | |

7. Any other pertinent information for initial assessment

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CEU use only

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| Case Number (Year\ CIN No.) | | |
| Recorded on CIN\CEU database: | Date: | |
| Received via (Post\Agency\original source) | | |
| Responsible Section (Circle): | Conduct & Ethics Child Protection Compliance Section Consular Operations | Responsible Section Case No. |
| Referral to responsible section | Date: | |
| CEU advised of case outcome\closure | Date | |
| CEU database updated and cross referenced with Section case No. | | |