**Critical Incident Reporting**

# Critical Incident Types

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| **LEVEL 1**  **Immediate verbal notification to the Regional Director or Director followed by critical incident report form**  **To be submitted within four business hours of the staff member becoming aware of the incident** | |
| 1.1 Death of a person | * 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 \*\* | * 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 \*\* | * 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 *Child Protection Act 1999* |
| 1.4 Abduction | * abduction of a child or young person subject to departmental intervention from their carer or service provider |
| 1.5 Major security incident | * 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 \*\* | * of or by a child or young person subject to departmental intervention * while attending or using department provided or funded services, facilities or activities |

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| **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 | * 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 \*\* | * 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 | * 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 | * 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.