



Child Protection Incident Notification Tool

This form is to be completed by any individual who suspects or receives an allegation regarding non child safe behaviour, including:

- child exploitation and/or abuse
- possession of any child exploitation material
- breach of KTF's Child Protection Policy or Child Protection Code of Conduct
- criminal proceedings being undertaken in regard to child exploitation and/or abuse.

This form must be emailed to the Chair of the Child Protection Working Group, Sage Emmerson (sage@kokodatrackfoundation.org)

Name of person lodging the Form:	
Contact details of person lodging the Form (address/ phone number/ email address):	
Date/s of Incident/s:	
Name of organisation/s involved:	
Alleged offender's details including name, nationality and occupation or relationship to KTF or Implementing Partner organisation:	
Details of alleged incident/s (including age and details of victim, location, response to date, is the victim still in danger:	
Whether local law enforcement authorities, child protection authorities and/or Australian Federal Police have been involved:	
If incident/s occurred in the course of a KTF activity or KTF funded activity, the name of the activity:	
If incident/s occurred in the course of a DFAT funded KTF activity? If so, additional reporting to DFAT required immediately.	

Any other relevant information:	
Signature:	
Date:	