

Recording Form for the Report of Suspected Risk of Harm Related to the Abuse or Neglect of a Child or Young Person

- This form is to be used for the documentation of a report of risk of harm to the NSW Department of Community Services (DoCS).
 - Health workers may fax this form to the DoCS Helpline on fax: **9633-7666** in situations where they have unsuccessfully attempted to speak to a DoCS Helpline caseworker.
 - Health workers are to complete this **two page** form in full.
 - Health workers are to provide sufficient information to enable initial prioritisation by the DoCS Helpline of risk of harm to the child or young person.
- This form should be placed in the client Health record after use.**

Message also left on DoCS Helpline Telephone System: Yes/No Date: _____

Health Worker Name: _____
Position: _____
Area Health Service & Unit: _____
Time work hours/shift ends: _____
Contact phone number & extension: _____

For faxed reports: Contact mailing address OR fax number (if faxed feedback is preferred):

Call to DoCS Helpline: Date: _____ Time: _____ am/pm
Outcome: _____

Name of child or young person: _____

Please circle: Male Female Unborn: EDC: _____
Date of birth: _____ Age: _____

Please circle: Aboriginal Torres Straite Islander Neither Not Known
Language spoken at home: _____
Disability issues: _____
Home address: _____
_____ Postcode: _____
Home phone: _____
School/Campus/Centre attended by child or young person: _____

Name of parents or carers and their relationship to the child or young person:
Name: _____ Name: _____
Phone No: _____ Phone No: _____
_____ _____
Relationship: _____ Relationship: _____

