

VICTORIAN DEPARTMENT OF HUMAN SERVICES (DHS)
Requirement to Report Alleged or Suspected Physical Assault or Sexual Assault to DHS
 Public Sector Residential Aged Care Services (PSRACS)
 (in line with Commonwealth Government Compulsory Reporting Responsibilities)

Details of Person Reporting Incident (i.e. Key personnel; authorised person)

Name	Surname
Position/Title	Telephone (essential).....
Date Reported / /	Email (optional).....

Details of Agency

Agency Name
PSRACS Name
Street address
Suburb Postcode

Details of Incident

<input type="checkbox"/> Yes <input type="checkbox"/> No Physical Assault (alleged / suspected)
<input type="checkbox"/> Yes <input type="checkbox"/> No Sexual Assault (alleged / suspected)
Incident Date / /
Description of Incident (what happened where)
.....
.....
.....
.....

Have you notified?

<input type="checkbox"/> Yes <input type="checkbox"/> No Victoria Police (telephone 000)
<input type="checkbox"/> Yes <input type="checkbox"/> No The Commonwealth Department of Health and Ageing (telephone 1800 550 552)
<input type="checkbox"/> Yes <input type="checkbox"/> No The person's family/next of kin

Submit this form to: Email psracscir@dhs.vic.gov.au or Fax 1300 658 090

For assistance, contact DHS Residential Aged Care Telephone (03) 9096 7209

Please refer Page 2 for guidelines to assist completing this form.

For Victorian Department of Human Services Use Only

..... / / Date Received
 : Time received
 Received by



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Public Sector Residential Aged Care Services (PSRACS)

(in line with Commonwealth Government Compulsory Reporting Responsibilities)

GUIDELINES TO ASSIST REPORTING TO DHS

- PSRACS key personnel or authorized person to complete all details as accurately as possible
- Submit this completed form electronically to DHS at the same time you report to the Commonwealth Government and Victoria Police (within 24 hours of the incident)

Details of Person Reporting Incident

- Record your contact details; your email address is not essential but you must include a telephone number on which DHS can contact you immediately if necessary.
- Record the date on which you submit this report here in Section 1 – record the date on which the alleged or suspected assault occurred in Section 3.

Details of Agency

- Record the details of the Agency as well as the name of the residential aged care facility at which the alleged or suspected assault occurred.

Details of Incident

- Mark the box/boxes that are relevant to the report: was the incident an alleged or suspected physical assault, sexual assault or both?
- Record the date on which the alleged or suspected assault occurred here in Section 3 – record the date on which you submit this report in Section 1.

Have you notified?

- All alleged or suspected assaults must be reported to the Victoria Police on **000**.
- All alleged or suspected assaults must be reported to the Commonwealth Aged Care Complaints Investigation Scheme within 24 hours of the incident, which can be contacted on **1800 550 552**.
- All alleged or suspected assaults of PSRACS residents must be reported to DHS as per Hospital Circular 18/2007.

Submit the Form:

- Submit the completed form as:
 - an e-form via DHS website <http://www.health.vic.gov.au/agedcare/services/psracs.htm> or
 - an attachment to this designated email address psracscir@dhs.vic.gov.au or
 - fax to this designated number 1300 658 090.
- If you require assistance to complete this form contact **DHS Residential Aged Care Team** on **9096 7209** from Monday to Friday, between 9.00am – 5.00pm. You may leave a voice message or email message at any time to which you will receive a response as soon as possible.
- Should you become aware of an allegation or suspicion outside of standard business hours, you must still report that concern immediately, within 24 hours, to the Commonwealth Department of Health and Ageing and Victoria Police, and submit this form to DHS.

Closure by DHS:

- Once the incident has been investigated by the relevant agency/s, you are required to provide outcome details, including copies of correspondence and/or reports from the Commonwealth Aged Care Complaints Investigation Scheme and the Aged Care Standards Agency to DHS via email or fax as given above.