**INCIDENT RECORD (CONDUCT) FORM**

Version date: 20 December 2022

*Form will expand as data is entered*.

**This Incident Record (Conduct) Form may be used by College or OVC Staff to record an incident or incidents related to a particular student or staff member.** This is primarily with regard to incidents that may be breaches of the Conduct and Misconduct Policy, or the Academic Integrity Policy. Please consult the relevant Policy to inform your response to the incident.

For more informationor assistance, contact the University’s Fair Treatment Coordinator: codeofconduct@divinity.edu.au

Once any information has been entered, please keep this Incident Record securely, and share it only as necessary or if the Incident is escalated.

**Please Note** – This Record is not for use when the Incident or alleged Incident involves a person under the age of 18. In that case, notify the University’s Safeguarding Coordinator or the University Secretary, both at the Office of the Vice-Chancellor (in addition to any Immediate Response or Emergency Response required).

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| **Details of the main person to whom the incident/s relates** | |
| Name |  |
| Student / Staff ID |  |
| College |  |

|  |  |
| --- | --- |
| **Details of the staff member who is RECORDING and RESPONDING TO this Incident.** | |
| Name |  |
| Role & Staff ID |  |
| College / OVC |  |

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| **Details** Please date all entries  *State clearly and concisely the specifics of the Incident, including dates, times, location as relevant. If there is another (or more) person/s involved in the incident please detail their name, staff/student ID, College (or other contact details). If further instances of the Incident occur (eg misconduct) or if, for example, further information, developments, or responses become known, please add to this Record. Be succinct and factual, avoiding opinion or commentary.*  *Please attach copies of directly relevant emails or correspondence.* |
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| **What action has been taken?**  *State clearly and concisely what step/s have been taken in response to the Incident, or subsequently. Please date each entry. Please refer to the relevant policy for guidance e.g., Conduct and Misconduct Policy; Academic Integrity Policy.* |
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| **Pastoral or wellbeing support**  *If not already noted above as a response, please record here if any pastoral or similar support has been offered to any of the people involved in this incident, and outcome if known. Please give details including names and dates*. |
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If, in accordance with the relevant Policy, this Incident is to be escalated to the Office of the Vice-Chancellor, please retain a copy and send Incident Record with any attachments to:

**The University Secretary:**

Anjali Antoniotti

Fair Treatment and Safeguarding Coordinator

90 Albion Road, Box Hill VIC 3128

Email: aantoniotti@divinity.edu.au

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| ***Office of the Vice-Chancellor use only*** | | | |
| Date received |  | Sent on to Authorised Officer – Date and name |  |
| Stages / Outcomes |  | | |