



Tool 4.2: Sample report form

The following sample report form does not replace any agency’s own reporting processes and provides guidance as to information that could be captured.

- **Describe injuries** (including the type, extent, age and location). If you suspect violence is a cause, but your patient/client has not confirmed this, include your comment as to whether the explanation accurately explains the injury.
- **Record what the older person said** (using quotation marks if appropriate).
- **Record any relevant behaviour observed**, being detailed and factual rather than stating a general opinion, e.g. rather than “the patient/client was distressed”, write “the older person cried throughout the appointment, shook visibly and had to stop several times to collect herself before answering a question”.

Report date: *1 March 2016*

Date of incident: *1 March 2016* **Time of incident:** *1:37 pm*

Abuse was witnessed Abuse was disclosed Abuse is suspected

Who was present when the abuse was disclosed or witnessed? <i>Client – Joan Citizen</i> <i>Client’s son – John Citizen</i>	Record names of staff present: <i>Mary Smith</i>
What was witnessed, disclosed or observed: <i>I was attending Joan’s house today to help with domestic assistance tasks.</i> <i>Joan was having a coffee in the lounge room whilst I was tidying in the same room.</i> <i>When John walked past, Joan asked, “Can you take my mug to the kitchen?”.</i> <i>John responded, “Take it yourself, you lazy bitch. You’re good for nothing these days.”</i> <i>Joan was teary and stated that, “He talks to me like that all the time.”</i> <i>Joan gave consent for me to contact her care advisor to follow-up.</i> <i>- Care advisor notified 1 March 2016, 2pm</i>	

Name and position of author: *Mary Smith: care staff*