

INCIDENT REPORT

This form should NOT be used in the case of an accident.
All accidents should be recorded in the group/ church accident book.

1. Group / Church Name			
2. Names of adults present at the incident	3. Role of adults present		
4. Names of the children/ young people involved			

(If more people were involved please list on the reverse of this form)

5. Incident details	
Date:	Time:
Location:	
Record of what occurred – (indicating cause if possible, what actions were taken) Continue overleaf	
6. Details of person completing the report	
Name:	Date report completed:
Contact telephone number:	
Signature:	

Incident report to be given to the local church's or Partnership Child Protection Coordinator immediately following the incident.