

**WEST SWINDON AND THE LYDIARDS ECUMENICAL PARTNERSHIP  
EXCEPTIONAL CIRCUMSTANCES/INCIDENT REPORT  
For all groups with children/young people**

*This form should NOT be used in the case of an accident – all accidents should be recorded in the church accident book.*

<b>CHILDREN/YOUNG PERSONS' GROUP</b>	
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<b>1 Names of all adults present and their roles</b>	

<b>2 Details of the person/persons involved in exceptional circumstance/incident</b>		
Name		
Address		
	Postcode	
Name		
Address		
	Postcode	

*If more than two children/young people/adults were involved please list on the reverse of this form*

<b>3 Details of the exceptional circumstance/incident</b>		
When it happened	Date	Time
Exact location		
Give full details of the exceptional circumstance/incident and indicate the cause if possible *		
Action taken		

<b>4 Person completing this report</b>		
Signature	Date	
Print name		
Address		
	Postcode	

*\*If there is insufficient space on this form please use an additional sheet of paper*

**This report should be sent to the appropriate person in the parish immediately following the exceptional circumstance/incident involving a child/young person.**