

Incident Report Form

Any unusual incidents must be documented in writing using this form and reported immediately to the Pastor and Child Protection Team.

Reason for Report _____

Name of person submitting report _____

Today's Date _____

Date and Time of Incident _____

Location of Incident _____

Persons Involved _____

Witnesses _____

Quote of Child's first words _____

Describe incident in detail _____

please use back of page for further comments.

What action did you take? _____

Signature and date of Witnesses _____

Your signature and
date _____

Report Submitted to _____