

Incident Report Form

|  |  |
| --- | --- |
| **Key Information** | |
| **Event Leader** | Full Name |
| **Phone** | Phone Number |
| **Email** | Email Address |
| **Name of person involved** | Full Name |
| **Date of Birth** | Date of Birth |
| **Circumstances of Incident** *(continue on a separate sheet if necessary)* | |
| **Event where incident took place** | Event |
| **Date of Incident** | Date |
| **Location of incident** | Location |
| **Details of incident**  Recording | |
| **Nature of harm**  Recording | |
| **Treatment given**  Recording | |
| **Reported to**  Full Name & Contact Details, including reasons for sharing information | |
| **Other action taken**  Recording | |
| **Clergy / Religious / Staff / Volunteers Present**  Full Names & Roles | |
| **Names of other Adults Present**  Full Names | |
| **Children / Young People Present**  Full Names | |

|  |  |
| --- | --- |
| **Recording Author** | |
| **Completed by** | Full Name |
| **Role** | Role |
| **Signature** | Signature |
| **Date Form Completed** | Date |

This must be forwarded to the Safeguarding Coordinator