

# INCIDIENT/ACCIDENT REPORT FORM

## SECTION A – The Details

|  |  |
| --- | --- |
| DATE (of report) | WRITTEN BY |
| **Date of incident:** |
| PERSON(s) INVOLVED |
| **Personnel informed: □Senior Vicar □Ministry Coordinator****□Pastoral Care Leader □Safe Child Officer** **□ Kooyoora □ Police/ Child Protection**   |

|  |
| --- |
| **Type of Incident** |
| * Injury
 | * Behaviour
 |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|

|  |
| --- |
| **ACTION TAKEN** |
|  |
| **OUTCOMES (if known)** |
|  |

**ACTION TAKEN** |
|  |
| **OUTCOMES (if known)** |
|  |

* disclosure\*
 | * Property Damage
 |
| * Environment/Safety
 | * other (Specify)
 |

\* NB: If disclosure of abuse – please also complete the Risk of Significant Harm and

Reporting Concerns

## SECTION B – The Incident

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| DETAILS OF INCIDENT |
|  |

## SECTION C – Follow up/Analysis

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| **ACTION TAKEN** |
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| **OUTCOMES (if known)** |
|  |

|  |  |
| --- | --- |
| Follow up comments: | The type of incident is:□ on-going □ one-off |
| Have appropriate steps been taken?□Yes □No |
| **If No (to either of the above), what needs to be done?** |

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reported to (Personnel informed)

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_