

# 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_