



COME TO JESUS CHURCH INCIDENT REPORT FORM

SECTION A – THE DETAILS

Date of report:	Written by:
Date of incident:	
Person(s) involved:	
Initially reported to:	

Type of incident:	
<input type="checkbox"/> Injury	<input type="checkbox"/> Behaviour
<input type="checkbox"/> Disclosure*	<input type="checkbox"/> Property Damage
<input type="checkbox"/> Environment/Safety	<input type="checkbox"/> Other (specify):

*If disclosure of abuse – please also complete the Risk of Significant Harm Form and Reporting Concerns Form

SECTION B – THE INCIDENT

Details of incident:

Action taken:

Outcomes (if known):

SECTION C – FOLLOW UP/ANALYSIS

Follow up comments:

This incident is:

One-off

Ongoing

Have appropriate steps been taken:

Yes

No

What other steps need to be taken:

.....
Print Name

.....
Signature

Reported to:

.....
Print Name

.....
Signature