

GENERAL INCIDENT/ACCIDENT REPORT FORM

Church: _____

Ministry: _____

Name of Person making report: _____

CONFIDENTIAL

Reporting Date: _____ Time of Report: _____

Full name of child/youth/adult: _____ Age (in case of minor): _____

Date of Birth: _____ Gender: _____

Full Address: _____

Phone: _____

Name of parent/guardian: _____ Notified? (*circle one*) Yes No

Date/time of notification: _____

Address and Phone # (if different) _____

INCIDENT

Date/time/location of Incident: _____

Describe Incident:

Names/Contact info of witnesses:

Description of any injuries sustained:

Describe Actions taken:

Additional Information you think relevant:

Direct quotes from child/youth: (if this is an abuse allegation, do not interview the child/youth, but report only comments they share with you)

I hereby confirm that the information provided in this report is accurate to the best of my knowledge

Name of person making report (print)

Address/Phone:

Signature of person making report:

Date:

Note to Rector/Wardens

FILE one copy of this report in secure location

SEND a second copy to the Diocesan Director of Human Resources

If this a report related to any Abuse, suspected abuse, or potential abuse you must call one of the Safe Church Reporting Contacts

Bishop Bennett and Bishop Dance's office; Canon Sue Tite, Manager, Episcopal Office and Deployment:

Weekdays: 1 519 434 6893 Ext 226 Or 1 800 919 1115 Ext 226 (Ontario only)

The Ven Willi Kammerer:

Weekdays: 1 519 434 6893 Ext 224 Or 1 800 919 1115 Ext 224(Ontario only)

Cell Phone: 1 519 317 2142 Weekends and Evenings

The Rev'd Ken Brooks:

Weekdays: 1 519 633 2638 Ext 211 Cell Phone: 1 519 671 4504 Weekends and Evenings