



## Safe Church Related Incident Report – Record Form

*This form may be completed by the Safe Church Representative or appropriate leader whenever a Safe Church related incident occurs. A Safe Church related incident includes:*

- *A breach of the Safe Church Policy and/or Code of Conduct*
- *A breach of an internal Safe Church practice or protocol within a church/organisation, for example a breach of toileting protocols or risk management protocols*

*The completed form is tabled with the Session or supervising body and filed for future reference (securely).*

### GENERAL INFORMATION

Name of group/activity: \_\_\_\_\_ Ministry Leader: \_\_\_\_\_

Names of people involved: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Role of person(s) who committed the breach: \_\_\_\_\_  
\_\_\_\_\_

Date of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_

### DESCRIBE THE INCIDENT:

- what is the breach?
- Where in the facility/site did it happen?
- Were there any witnesses to the breach?
- who reported it?

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**NAMES OF LEADERS INFORMED AT THE TIME:**

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**IF THE INCIDENT INVOLVED CHILDREN UNDER 18 HAVE PARENTS BEEN INFORMED?**

(circle one)

Yes

No

N/A

**IF CHILDREN INVOLVED - THE NAMES OF PARENTS INFORMED:**

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**FOLLOW UP ACTIONS:**

(for example name(s) of leaders informed and procedures/communications put in place to prevent a similar breach in future)

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**DETAILS OF PERSON COMPLETING THIS FORM:**

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_