



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?



NAMES OF LEADERS INFORMED AT THE TIME:

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:

FOLLOW UP ACTIONS:

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

DETAILS OF PERSON COMPLETING THIS FORM:

Name: _____

Role: _____

Phone: _____

Email: _____