

St John's Anglican Church, Benteleigh

INCIDENT/ACCIDENT REPORT FORM

St John's Anglican Church, Benteleigh

SECTION A – The Details

DATE (of report)	WRITTEN BY
Date of incident:	
PERSON(S) INVOLVED	
Personnel informed: <input type="checkbox"/> Vicar <input type="checkbox"/> Ministry Coordinator <input type="checkbox"/> Pastoral Care Leader <input type="checkbox"/> Safe Child Safe Standards Representative <input type="checkbox"/> Church Warden <input type="checkbox"/> Other	

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)

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

SECTION B – The Incident

DETAILS OF INCIDENT

ACTION TAKEN**OUTCOMES (if known)****SECTION C – Follow up/Analysis**

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: _____