

Sample Incident/Accident Reporting Form

Name of Church organisation _____

Venue/Activity/Group/Event _____

Date/Time _____

Name of Group Leader/Person Responsible _____

Names of others present _____

2. Location of Incident _____

Nature of Incident _____

Name of Child/Young Persons involved _____

Contact details of parents/guardians _____

Telephone No _____

Date(s) of Birth _____

Give details of Incident/Accident

3. Action taken both during and following incident _____

4. Date and time of people contacted _____

5. Other relevant information _____

Signed _____ Date _____
Group Leader/Person Responsible