

INCIDENT REPORT



1) Today's Date: _____

2) Date of Incident: _____
Approximate Time of Incident: _____

3) The Incident happened or was noticed during the following church event:

4) Description of the Incident (What happened or what was reported to you?)

5) People Involved in the incident: _____

6) Witnesses to the incident: _____

7) Action taken. (Use the back of this page if necessary):

8) This report prepared by:

Print Name _____ Signature _____ Date: _____

9) Report read by a Pastor:

Print Name _____ Signature _____ Date: _____

10) Parent/Guardian informed of the incident. Yes No

Informed by: _____