



Safeguarding Incident/Accident Report Form – Children, Young People or Adults at Risk

Year:	No:
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This form may be used to report and record any incidents or accidents that occur within the parish or at any parish activities/programs. (Examples - physical injuries or illness, lost person, bullying, racism or fighting, significant lost property etc)

Note *Reports related to child safety misconduct or child abuse are to be reported using the [TEMPLATE Reporting child safety related misconduct](#). Available on the Parish website under the Child Safety link.

Nature of Incident:	
Date of Incident:	Time of Incident:
Event/Activity:	
Name(s) of person(s) involved in incident	
Ages of person(s) involved in incident (if known or relevant)	
Address(es) of person involved (if known)	
Phone Nos:	
Email addresses:	
Name(s) of parents/guardians (for children):	
Phone Nos/emails	
Detailed description of Incident:	

Name (s) of supervisors at the time of the incident (if relevant):	
Contact details of supervisors:	
Name(s) of any other eye witnesses of the incident:	
Witness (es) contact details:	
How did the person respond after the incident?	
What action was taken? (Note* Any breaches of Code of Conduct are to be reported to PSU)	
Follow-up actions:	
This form was completed by:	
Contact details:	
The Incident/Accident Report Form may be completed by program/activity leaders or any parishioners. It is to be submitted to the parish office in hardcopy or electronic form. It will then be forwarded to the Parish Priest and the Child Safety Committee for investigation and response.	
Incident Reviewed by: (Child Safety Committee)	
Date:	
Incident reviewed by: (Parish Priest)	
Date:	

Please attach any additional information and retain a copy in the parish offices.