INCIDENT REPORT

**Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_ ❒AM or ❒PM Ministry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Names of Individuals Involved**:

**Adults present:**

**Type of Incident:**

❒Verbal Abuse by Child ❒Verbal Abuse by Adult

❒Physical Abuse by Child ❒Physical Abuse by Adult

❒Property Damage ❒Bodily Injury

❒Theft ❒Violation of Rules

❒Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of the problem:**

**Actions Taken:**

**Reported by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**discussed with parent** **by:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional comments:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CM Director or Youth Team Leader Signature Pastoral Staff Signature**

**Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_**