

Incident/Accident Report Form

All information included here will be treated with the utmost confidentiality. You will not be quoted unless permission is received from you ahead of time. We appreciate your help in documenting this incident or accident from your point of view while the memory is fresh. Please give the completed Report Form to the Children's Pastor.

1. Who was involved?
2. Date, time and location of the incident:
3. Description of incident: (if more room is needed, please use other side)
4. If there were witnesses, please include their names and phone numbers:
5. Who else was notified of the incident at the time?
6. What actions were taken?
7. Follow up: Who followed up the following day? Parents' response?

Signature: _____

Printed Name: _____

Phone: _____

Date: _____

* Please sign and return to the Children's Ministry Pastor.