**Church Incident Template**

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| **Church:** | | **Circuit:** | | **Date of occurrence:** | |
| **Nature of occurrence in brief: *E.g. accident, theft, assault, disclosure etc*** | | | **Name of person reporting:** | | |
| **Signature:** | | |
| **Role of person reporting:** | | |
| **Name(s) of those involved/ witnessed:**  **1)**  **2)**  **3)** | | **Any further action taken? *eg first aid, contacted parent/carer, referral to other agency*** | | | |
| **Information shared with: *please indicate all contacted***  Minister  Church Safeguarding Officer  Circuit Safeguarding Officer | District  Safeguarding Officer  Other *(please state)* | | **Date information shared:** | | **Were formal Church Safeguarding Notes commenced? *please circle***  Yes  No |
| **Further Information:** | | | | | |