**Church Incident Template**

|  |  |  |
| --- | --- | --- |
| **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 | [ ]  DistrictSafeguarding Officer[ ]  Other *(please state)* | **Date information shared:** | **Were formal Church Safeguarding Notes commenced? *please circle***[ ]  Yes [ ]  No |
| **Further Information:** |