

# Incident Report

*(Insert Church Name & Address)*

Date of Incident	Time of Incident
Name and Approximate Age of Child (One Report per Child)	
Nature of Injury/Incident:	
Location of Incident:	
Description of Incident:	
Was the above information:  ___ Reported to you by someone else? If so, who: _____ OR ___ Directly observed/witnessed by you?	
Action(s) Taken: (check all that apply)	
___ Provided First Aid	What/When _____
___ Call placed to 911	By Whom _____
___ Taken to hospital	By Whom _____
___ Notified Parent/Guardian	Who/When _____
___ Notified Church Official	Who/When _____
___ Other	_____
Witnesses to Incident:	
Name _____	Telephone _____
Address _____	
Email _____	

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

**Reporting Person**

Printed Name of Person Completing This Report \_\_\_\_\_

Position held at FBC \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent/Guardian**

Parent/Guardian Name \_\_\_\_\_

Date/Time Informed of Incident \_\_\_\_\_

By signing below, the parent/guardian of the listed child verifies that they have been informed of the incident and understand the actions taken in response to the incident.

Parent/Guardian Signature \_\_\_\_\_

**For Internal Use Only**

Church Official Name \_\_\_\_\_

Date/Time Informed of Incident \_\_\_\_\_

Signature of Church Official \_\_\_\_\_

Is a Witness Report Needed? \_\_Yes \_\_No

Does the Senior Pastor need to be informed? \_\_Yes \_\_No

Senior Pastor Name \_\_\_\_\_

Date/Time Informed of Incident \_\_\_\_\_

Signature of Senior Pastor \_\_\_\_\_

# Witness Report

*(insert church name & address)*

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Date/Time of Incident \_\_\_\_\_

Fully Describe What You Observed

Anyone Else you know who may have witnessed the incident?

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Printed Name of Witness \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

