

Redeemer Incident Report Form - Safeguarding

The following information should be completed by the affected person, and only if agreed to, with help from a worker. This should be done each time an issue is seen in relation to the Safeguarding policy.

If the incident is witnessed by a worker – he/she should report to team leader. The team leader should keep a log of incidents and report the log to his/her team leader and a senior member of staff.

Please fill in the questions below as completely as possible.

Location the incident occurred: _____

Time of Incident: _____

Date of Incident: xx/xx/xxxx

Person(s) Involved in Incident:

Others Observing Incident:

Give a brief description of the incident/accident (including who did what to whom):

Was the incident reported to:

- The IVP – Ann Twene. Yes/NO
- Other

leaders: _____

- Police

Please indicate the condition of the affected person in the incident:

Please ensure that you:

Mail the completed form to Ann Twene, our IVP.

Signature: _____

Please print name: _____

Phone #: _____