



Archdiocese of Regina

Incident Report

The Incident Report should be completed as soon as possible after an incident has occurred. Copies of the report should be provide to the Parish Priest, Chairperson of the Ministry and Protocol for Responsibility Parish Ministry Chairperson. The individual completing the report should keep a copy of the report. When in doubt if an incident report should be completed, complete the form.

1. Child/Youth's Name: _____
 2. Phone Number: Home: _____ Cell: _____
 3. Address of child/youth: _____
 4. Incident/injury date: _____ Incident/injury time: _____ am or pm.
 5. Incident/injury Location: _____ Event Title: _____
 6. Nature of incident/injury: _____

 7. Leaders/Adults Present (include contact phone numbers): _____

 8. What occurred? _____

 9. What were the precipitating event(s)? _____

 10. What action was taken? _____

 11. Follow up if necessary? _____

- Were Parents Contacted? Yes No
12. Parents' Response: _____

Name of Person completing report: _____

Signature: _____

Leader's Name: _____ Signature: _____

Witness Name: _____ Signature: _____

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