



Responsible Ministry & Safe Environment  
 Roman Catholic Diocese of Victoria  
**Incident Report Form**



PARISH / SCHOOL / ORGANIZATION NAME

REPORT DATE (DD/MM/YR)

TIME OF REPORT

AM

PM

Full name of child / youth / adult

AGE / GRADE (*not necessary for adult*)

GENDER

M

F

HOME ADDRESS

PHONE NUMBER

CELL NUMBER

EMAIL ADDRESS

NAME OF PARENT / GUARDIAN (*for child*) OR CAREGIVER (*for adult*)

HAS THE PARENT/GUARDIAN/CAREGIVER BEEN NOTIFIED?

YES

NO

IF YES, DATE / TIME OF NOTIFICATION (DD/MM/YR)

TIME

AM

PM

DATE / TIME AND LOCATION OF INCIDENT (DD/MM/YR)

TIME

AM

PM

DATE (DD/MM/YR)

LOCATION

DESCRIPTION OF INCIDENT(S). *If additional space is required, please attach additional sheet(s)*

NAMES / CONTACT INFORMATION OF WITNESSES

NAME

HOME PHONE

CELL PHONE

NAME

HOME PHONE

CELL PHONE

DESCRIPTION OF INJURIES SUSTAINED





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DESCRIPTION OF ACTION TAKEN

ADDITIONAL RELEVANT INFORMATION

DIRECT QUOTES FROM THE CHILD/YOUTH/ADULT

*(Note: if this is an abuse allegation, do not interview the child/youth/adult, but report only the comments they share with you.)*

*I hereby confirm that the information provided in this report is accurate to the best of my knowledge.*

NAME OF PERSON MAKING REPORT (IF HANDWRITING REPORT, PLEASE PRINT)

HOME PHONE NUMBER

CELL NUMBER

HOME ADDRESS

EMAIL ADDRESS

SIGNATURE OF PERSON MAKING REPORT

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DATE

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NOTE: The person filing this report must submit the original to the Diocesan Responsible Ministry Coordinator as soon as possible. The person reporting the incident should keep a copy for their personal records. If this is an allegation of abuse of a person under 19 years of age, it must be reported immediately to a protection agency or police. Children's Helpline: (250) 310-1234.