



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

DATE

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.