Sample
INCIDENT REPORT FORM

Ukrainian Orthodox Church (Insert name of your parish and address)
Incident Report Form
SAMPLE

Name of Person Submitting Form
_________________________________________________________

Date of Incident ___________________________ Time of Incident ________________ am pm

Location of Incident
______________________________________________________________

This incident involved the following (please check as many as are applicable):

☐ Youth Group Members ☐ Spiritual Father
☐ Youth Workers
☐ Chaperones

Please list names of those involved and indicate with a “f” or “m” in parentheses after the name as to their sex:
________________________________________________

________________________________________________

________________________________________________

Where did the incident occur?
_________________________________________________________

Was anyone injured?  Yes   No   If yes, who and in what ways:

Name ________________________________________ Injury

________________________________________________

Name ________________________________________ Injury

________________________________________________

Were they taken to the hospital?  Yes   No   If yes, to which one and by what means of transportation?
Please give a description of the incident:

Please describe how the situation was handled:

Please list any others who witnessed the incident:

Was this a repeat offense or incident for those involved?  Yes  No

Did the authorities have to be contacted?  Yes  No
If yes, who was contacted and who arrived?

I attest that the information on this form is correct and true to the best of my knowledge.
Signature ______________________________________ Date Submitted
__________________________________

This form is confidential and will only be used by the parish Spiritual Father and/or Youth Minister if the occasion arises.