



Safe Church, Safe Communities Incident Report Form

Please use this form to document incidents where there is concern that implementation of Diocesan Policies for the Protection of Children/Youth and Vulnerable Adults may have been compromised in your ministry context. However, if anyone is in immediate danger or potential harm, prioritize notifying the appropriate parties and following the protocols outlined in the policies (see p. 19-20 in the Policies for Children & Youth; p. 15 in the Policies for Vulnerable Adults).

Documenting these concerns will help you ensure that this information (1) is adequately stored by each parish/community and (2) is efficiently and confidentially communicated to the Offices of the Bishop when necessary.

Name (reporter)	
Phone number	
Email address	
Affiliated parish or community	
Role	
Today's date	

Date of incident	
Time of incident	
Name of people involved	
Persons' relationship to the church/community	
Place of incident	
Circumstances of incident (any physical evidence)	
Contributing details (weather, time of day, etc.)	
Any other pertinent information	
What steps have been taken to address this concern?	