

# INCIDENT REPORT – I – INCIDENT DESCRIPTION

## Toronto Monthly Meeting

Friends' House  
60 Lowther Ave

### Information on person completing report

Name:	
Position (employee/member/attender)	
Phone:	E-mail:
Date of completion of report:	

### Information on individuals directly involved in incident:

Child allegedly harmed:	Person allegedly causing harm:
Age:	
Parent/guardian:	Connection to Meeting:
Address:	Address:
Telephone of parent/guardian:	Telephone:
E-mail:	E-mail:
Other information:	Other information:

**Witnesses:**

<b>Witness # 1</b>	Phone or e-mail:
Relationship to person who allegedly caused harm:	Relationship to child allegedly harmed:
<b>Witness # 2</b>	Phone or e-mail:
Relationship to person who allegedly caused harm:	Relationship to child allegedly harmed:

## INCIDENT DETAILS

Time & date of incident(s):	
Location of incident:	
If incident reported by child, record verbatim the words of the child:	
Other information on incident:	
<b>Action taken:</b>	
Reported to police?	If yes, police report number?  Name of officer?
Reported to Children's Aid Society?	If yes, CAS file number?  Name of CAS contact, if available?
Reported to Contact Person?	If yes, who?

**Signature:** \_\_\_\_\_

