INCIDENT REPORT – I – INCIDENT DESCRIPTION

Toronto Monthly Meeting Friends' House

60 Lowther Ave

Information on person completing report

Name:			
Decides (constant decided and added and added)			
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:

Witness # 1	Phone or e-mail:
Relationship to person who allegedly caused harm:	Relationship to child allegedly harmed:
Witness # 2	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	he words of the child:
Other information on incident:	
Action taken:	
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:	

INCIDENT REPORT II – ACTIONS TAKEN

Toronto Monthly Meeting Friends' House

60 Lowther Ave

Record, on	as many pages as needed, all details of followup action, including All dates		
	People spoken to, and meetings with them		
	Submissions to the Directors		
	Decisions made		
	Final resolution		
Date file clo	osed:		
Signature:			

Store in the locked files in Toronto Monthly Meeting office.