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:**

|  |  |
| --- | --- |
| **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 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 Trustees**

**Decisions made**

**Final resolution**

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**Date file closed**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Store in the locked files in Toronto Monthly Meeting office.**