



The Church
of St Andrew and St Paul

Incident Report

5A

If this is an allegation of child or youth abuse, it must be reported directly to protection agency or police. (See section 4.13 on LWC reporting procedure.)

CONFIDENTIAL

Report date: _____ Time of report: _____

Name of complainant (injured party): _____ Age/Grade: _____

Full address: _____

Phone number: _____ e-mail _____

Name of parent/guardian (for child/youth) or caregiver (for adult): _____

Notified: Yes No If yes, date/time of notification: _____

Address: _____

(If different from above)

Phone number: _____

(If different from above)

Date/time and location of the incident: _____

Name of the respondent (person alleged to have engaged in harassment/abuse, *if applicable*)

_____ Tel. no. _____ email _____

Description of incident: . _____

Description of injuries sustained: (incl. dates, times, frequency & location *if applicable*).

Names/contact information of witnesses:

Description of any action taken:

Additional information you think is relevant: (Attach any relevant documents)

Direct quotes from child/youth/adult: (Note: If this is an abuse allegation, do not interview the child/youth/adult but report only the comments they share with you.)

I hereby confirm that the information provided in this report is accurate to the best of my knowledge.

Name of person making the report (please print): _____

Phone: _____ email _____

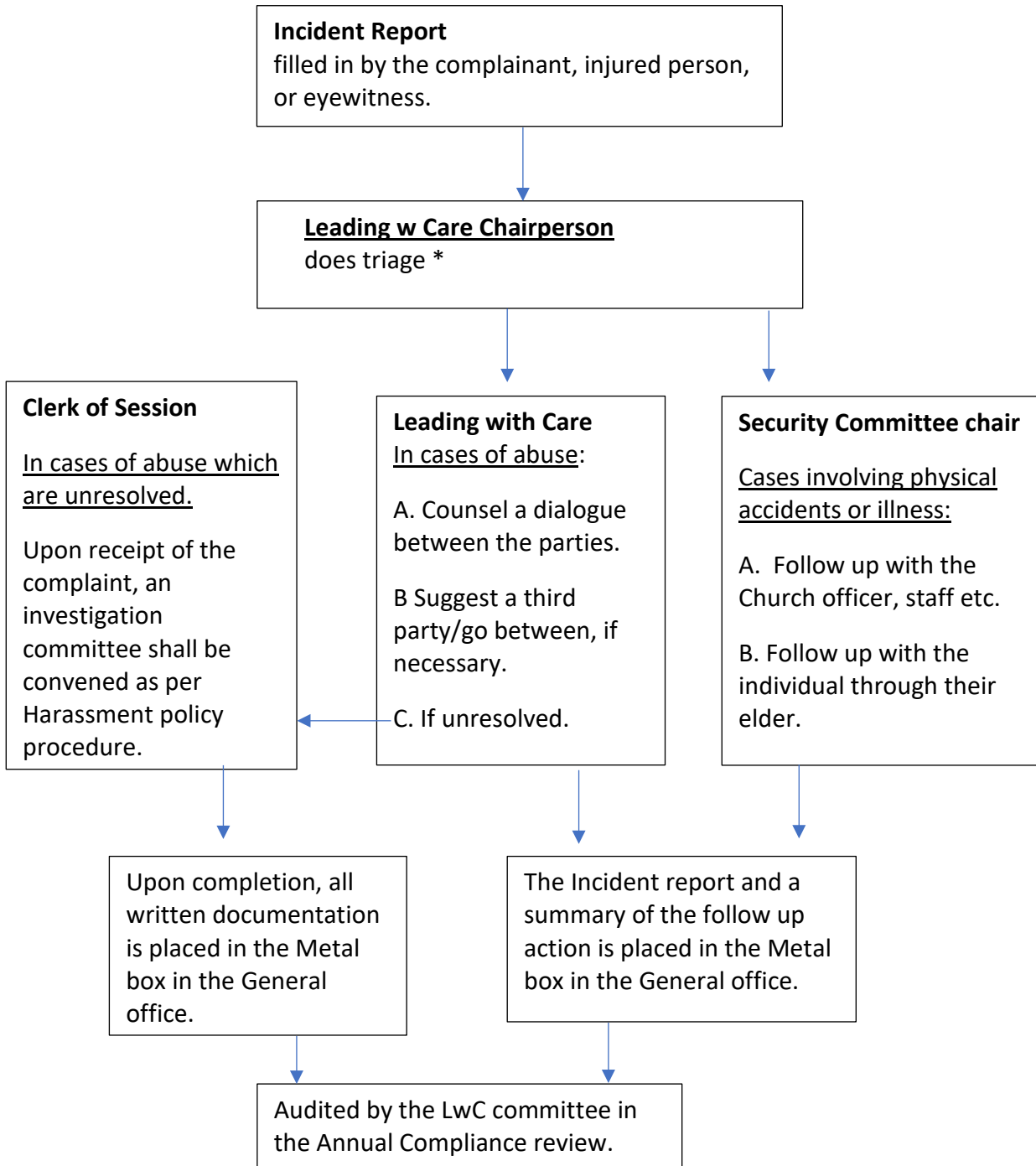
Signature: _____ Date: _____

Notes:

- *Reports of physical injury should go to the Chair of Leading with Care*
- *Allegations about the conduct of a member, adherent or volunteer should go to the Chair of Leading with Care*
- *Allegations arising in the course of employment go to a supervisor at any level in the organization.*
- *Allegations made by, or about the conduct of, a minister go to the clerk or moderator of presbytery.*



Procedure for handling an Incident Report.



*Note

- If the incident involves sexual abuse of a minor, it must be reported immediately to the Child/Youth Protection agency.
- It must be determined as soon as possible whether an adult complaint of sexual behaviour is covered by the Canadian criminal code. If so, it must be handed over to the police.