



INCIDENT REPORT

If your church currently doesn't have a process in place, we suggest you consider reporting any concerns for vulnerable people to a member of your safeguarding lead or a member of the senior team.

In CV we recommend this is completed for all emergency situations or when the vulnerable person is engaged. Please complete the below in detail in order to give a clear record of what happened and what action was taken.

Date	
Name	
Platform they contacted us on	
Offence Date	
Type of incident	
Convo ID (if applicable)	
Overview of subject and what happened	
Our action	
Outcome	
Reported to (date and time)	
Your full name	
Managers action	

* Important: include screenshots of the conversation showing the incident and our action below ASAP.

INSTRUCTIONS FOR USE:

- Copy this Incident Report template to a new document
- Name the file responder full name - today's date (DD.MM.YY), e.g. Jane Smith 21.07.19
- Complete all fields.
- Once completed, share the document safeguarding lead or member of the senior team at your church.
- Consider keeping these records in a safe place which is only accessible to key people.