

INCIDENT REPORT FORM

To report a violation of the First Presbyterian Church (FPC) Child and Youth Protection Policy, complete this form and submit it to a member of the FPC Professional Staff (Pastor, Associate Pastor, or Director of Children and Youth Ministry) or a member of the Response Team (Thad Leffingwell, Brenda Nipp, Kay Stewart, and Brandi White). Information submitted will be maintained in a secure location.

1. Name(s) of person(s) suspected of committing the violation of the Child & Youth Protection Policy:

2. Name of child or youth involved: _____ Age: _____

3. Child's parents or other person responsible for the child's care: _____

4. Nature and extent of violation(s), incident or injuries: _____

5. Date, time, and place where violation, incident, or injuries occurred: _____

6. Identity of any corroborating witnesses or other persons with relevant information: _____

7. Name, age, and condition of other children in the location violation occurred, if known: _____

8. Present location of the child or youth. _____

9. Any other relevant information. _____

10. Who has been notified about this incident? (List names and dates/times) _____

The Information contained in this document is correct to the best of my knowledge.

Printed name of person reporting: _____

Signature: _____ Date: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____