

Appendix 7: Critical Incident Report Form (last revised February, 2013)

Grace Bible Chapel Please Note: This form is NOT to be used for the reporting of suspected or alleged child abuse. It is to be used for incidents such as accidents, injuries and/or serious behavior difficulties.

Section 1:

Accuracy, clarity	and attention to detail are required on this form.
Name and address of Child	
Date of Birth of Child	
GBC Program	
Date of Incident	
Time of Incident	
Date of this report	
Volunteer/Volunteers Involved	

Section 2:

Details of the Incident (please attach an extra page(s) as required)

To coordinator for action and filing. (2 pages)The information collected on this form is filed in order to satisfy the requirements of the Grace Bible Chapel Prevention and Reporting of Child Abuse Operational Procedure Manual.

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Section 3:

Persons and Agencies Informed Following the Incident	Date and Time

Section 4:

Additional Comments

Name of Volunteer(Please Print)

Name of Volunteer(Please Print)

Signature of Volunteer

Signature of Volunteer

To coordinator for action and filing. (2 pages)The information collected on this form is filed in order to satisfy the requirements of the Grace Bible Chapel Prevention and Reporting of Child Abuse Operational Procedure Manual.