

**Christ Reformed Church
Sexual Harassment and Child Protection Policy
Exhibit 2**

INCIDENT REPORT

Name of Preparer: (printed) _____

Is this an accident ___ incident allegation ___ other (specify) _____

Name(s) of child/children/youth: _____

How was the incident brought to your attention? _____

Name(s) of adults witnessing or present during incident: _____

Person reporting the incident: _____

Date, time, and location of incident: _____

Description of the incident as reported or witnessed: _____

Did anyone else witness the event? If so, list names: _____

Were there visible injuries? _____ If yes, please list: _____

How were the injuries treated and by whom? _____

Were parents/guardians notified? ___ List the date/time: _____

Were any authorities notified? _____ Who? _____ When? _____

Was the insurance company notified? _____ When? _____

What other aspects or details do you need to include? _____

Signature: _____ Position: _____