



**Abuse Response and Prevention Incident Form**

**CONFIDENTIAL**

Report date: \_\_\_\_\_ Name of Person Reporting: \_\_\_\_\_

Position (i.g., Pastor, Teacher, Leader, etc.): \_\_\_\_\_

Details of Incident: Record here what the issue or concern is - i.e., has the child disclosed or alleged abuse? Have you seen or been told about an incident of abuse? Are you suspicious that the child is being or has been abused in some way? If the child has said something to you, try to record what the child said in his or her words? Be specific about what the child said or about what you were told or what you suspect and why.

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Name of Child/Youth: \_\_\_\_\_ Age: \_\_\_\_\_

**RESPONSE TO INCIDENT**

1. Actions taken to ensure immediate safety of child/youth, if any needed:

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2. Report made to supervisor (e.g. Associate Pastor, Senior Pastor, etc.):

Report made by: \_\_\_\_\_ Report made to whom: \_\_\_\_\_

Position: \_\_\_\_\_ Date & Time of Report: \_\_\_\_\_

How was the report made? (e.g., by phone, in person, etc): \_\_\_\_\_

3. Incident reported to child protection authorities where required by law

Name of Agency Called: \_\_\_\_\_

Phone: \_\_\_\_\_ Date & Time of Call: \_\_\_\_\_

Name of Person who Contacted: \_\_\_\_\_

Name(s) of Agency Staff Spoken to: \_\_\_\_\_

Information/Instructions Received from Agency:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Follow-up Actions Taken (e.g., on instructions of supervisor, child protection authority staff, etc.)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

To the best of my knowledge, this report is an accurate record of this incident and the action taken in immediate response.

Name and position of person making report (please print):

\_\_\_\_\_

Phone/Address: \_\_\_\_\_

Signature of Person making report: \_\_\_\_\_

Date: \_\_\_\_\_

Note: If this is an allegation of abuse, it must be reported to a protection agency or police. (See section on reporting procedure.)

Please email to [tara@middlesackvillebaptist.org](mailto:tara@middlesackvillebaptist.org) or [middlesackville@eastlink.ca](mailto:middlesackville@eastlink.ca)