WEST SWINDON AND THE LYDIARDS ECUMENICAL PARTNERSHIP
EXCEPTIONAL CIRCUMSTANCES/INCIDENT REPORT
For all groups with children/young people

This form should NOT be used in the case of an accident – all accidents should be recorded in the church accident book.

CHILDREN/YOUNG PERSONS' GROUP	

1 Names of all adults present and their roles	

2 Details of the person/persons involved in exceptional circumstance/incident		
Name		
Address		
	Postcode	
Name		
Address		
	Postcode	

If more than two children/young people/adults were involved please list on the reverse of this form

3 Details of the exceptional circumstance/incident		
When it happened	Date	Time
Exact location		
Give full details of the exceptional circumstance/incident and indicate the cause if possible *		
Action taken		

4 Person completing this report	
Signature	Date
Print name	
Address	
	Postcode

****If there is insufficient space on this form please use an additional sheet of paper***
This report should be sent to the appropriate person in the parish immediately following the exceptional circumstance/incident involving a child/young person.