

## APPENDIX 5 INCIDENT REPORT

This form is to record the details of any incident involving the writer of the report, especially where there was an accident, near miss or emotional reaction involving another person, or if the writer of this report has been accused of child sexual abuse or other misconduct.

Name: \_\_\_\_\_ Phone contact: \_\_\_\_\_

Date of Incident: \_\_\_\_/\_\_\_\_/201\_\_ Time of Incident: \_\_\_\_\_ am /pm

Location of Incident on Site: \_\_\_\_\_

Name (s) of anyone else involved in the incident: \_\_\_\_\_

Provide the name and contact details of any witnesses of the incident who can provide additional evidence or view.

1.Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

2. Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Please describe what happened, your actions and/or words and the actions and/or words of others involved. Do not give your opinion about other's motives or intentions. (PTO if necessary)

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I, (Print name): \_\_\_\_\_ hereby declare that what I have written is true and accurate in the details I have provided.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/202\_\_