



Diocese of Leeds
Safeguarding Resource Pack - Form CaSE 6

Incident Report Form

Parish	
Group	
Date	
Group Leader	
Telephone	

Details of the incident			
Name of child/young person involved			
Date of birth			
Place			
Circumstances - continue on a separate sheet if necessary			
Names of those present at the incident			
Nature of harm			
Treatment given			
Reported to whom			
Signed		Date	
Name in blocks		Position	

This form must be forwarded to the Diocesan Safeguarding Co-ordinator, Hinsley Hall, 62 Headingley Lane, Leeds, LS6 2BX as soon as possible.