

# Incident form for children and young people activities

*Meadow Way Chapel, Hellesdon, Norwich*

This form should be completed immediately after any significant incident. The worker should discuss with the Youth & Children's Coordinator what follow up action is necessary.

Church Name: Meadow Way Chapel, Hellesdon, Norwich

Church group: .....

Day, date and time of the incident .....

What are the names, addresses and ages of those involved in the incident?

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Where did this incident take place?

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Who is normally responsible for group? (Name, address and telephone number)

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Who was responsible for the group at the time of the incident, if different from the above? (Name, address and telephone number)

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Which other workers were supervising the group at the time of the incident? (Names, addresses and telephone numbers)

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Who witnessed the incident? (Names, addresses, telephone numbers, and ages if under 16) Normally only two witnesses would be needed.

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