**CASE 6- Incident Report Form**

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| **Key Information**  |
| **Event Leader** | Full Name |
| **Phone** | Phone Number |
| **Email** | Email Address |
| **Name of person involved** | Full Name |
| **Date of Birth** | Date of Birth |

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| **Circumstances of Incident** *(continue on a separate sheet if necessary)* |
| **Event where incident took place** | Event |
| **Date of Incident** | Date |
| **Location of incident** | Location |
| **Details of incident**Recording |
| **Nature of harm**Recording |
| **Treatment given**Recording |
| **Reported to**Full Name & Contact Details, including reasons for sharing information |
| **Other action taken**Recording |
| **Clergy / Religious / Staff / Volunteers Present** Full Names & Roles |
| **Names of other Adults Present**Full Names |
| **Children / Young People Present** Full Names |

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| **Recording Author** |
| **Completed by** | Full Name |
| **Role** | Role |
| **Signature** | Signature |
| **Date Form Completed** | Date |

This must be forwarded to the Safeguarding Coordinator

## Privacy Notice

*Your personal details on this form, or that you have supplied to the Diocese has been collected for legitimate reasons in pursuance of the Roman Catholic Faith and in accordance with the law, for safeguarding purposes. The information that you have provided to us will not be transferred to any third party for general marketing purposes. It is necessary for the Diocese to work with other third parties such as the National Catholic Safeguarding Commission (NCSC), Local Authorities and the Police and other organisations that supervise or assist with safeguarding processes. Your personal information may be transferred to these relevant organisations as required. The personal information that you have supplied, will at all times be securely stored on Diocesan, or relevant third party IT systems, or other secure filing systems, in accordance with standard safeguarding procedures. Thereafter, the personal information about you will be securely destroyed. You can read our full privacy notice at http:www.dioceseofshrewsbury.org/about-us/privacy-notice.*