

**Diocese of Hamilton
Volunteer Screening Initiative
Incident Report Form**

Parish: _____
Address: _____
Pastor: _____

Name of Ministry: _____
Ministry Leader: _____

Date and time of occurrence: _____
Reported by: _____
Location of the Incident: _____
Names of Person(s) involved: _____

Summary of incident: _____

Actions Taken:

Who has been notified?"

Follow up:

Completed By: (signature)

Date:

Instructions for the completion of Incident Report

1. A copy of this report is to be given to the Pastor and the screening committee with 24 hrs.
2. If this incident results in the dismissal of a volunteer or a report to the police or children's aid society, notify the Screening coordinator or the Chancellor at the Diocese office as soon as possible.
3. Serious incidents to be reported include by are not limited to:
 - Any alleged abuse to a volunteer or participant
 - Any disclosures of abuse to a volunteer
 - Any alleged abuse or mistreatment by a volunteer to another volunteer or participant
 - Any injury caused by volunteer to another volunteer or participant
 - Any injury to a volunteer or participant
 - Any acts of violence or threat or violence by a volunteer to a volunteer or participant.
 - Any acts of destruction or theft by a volunteer or participant

If you have any questions or concerns whether an incident needs to be reported contact your pastor, the chancellor or the diocesan screening office.