

Wellesley Hills Congregational Church
207 Washington St.
Wellesley, MA 02481
781-235-4424
www.hillschurch.org

Wellesley Hills Congregational Church
Incident Reporting Form

For the purposes of this reporting form, an "Incident" includes all **significant accidents** (whether or not any one was injured), *injuries* (whether intentionally inflicted or not), and *behaviors of concern* (ranging from bullying to sexual harassment to inappropriate touching) that take place at the WHCC as well as those which take place away from the WHCC but under WHCC leadership. Thank you for taking the time to complete and submit this Incident Report. By doing so, you are helping to ensure the safety of WHCC congregants and as well as others who use WHCC facilities.

Name of Reporter: _____ Date Report Submitted: _____

Preferred Phone #: _____
(Please list the phone number where you would feel most comfortable receiving a follow up call.)

1. Please describe the incident. (What happened? To whom? Where? When? How?)

2. Did you observe the incident? ____ Yes ____ No

If "No", how do you learn about it? Please include the name(s) of the person(s) who brought the incident to your attention.

3. If you are reporting an *injury*, please indicate whether anyone came to the aid of the injured and, if yes, their name and what treatment they rendered. (This could range from cleaning/bandaging a bloody knee to calling 911 for emergency assistance.)

4. If you are reporting *behaviors of concern*, please provide objective information. (This could range from observing two church school teachers leaving a class unsupervised to observing a non-WHCC adult leader of an activity on WHCC grounds touch an activity participant in a manner that concerned you.)

5. If you are reporting an *accident*, please submit the report whether or not any injury resulted. (This could range from a kitchen stove fire to a motor vehicle accident while transporting WHCC youth none of whom were injured.)

Please use the back of this form, or additional paper, for other comments/information.