

Appendix 4

Kenton Baptist Church Safeguarding Incident Form

Child's name	
Activity/Event	
Date and time	
Leaders present	
Any other activities or people in the building or at the event?	
DETAILS OF INCIDENT (i.e. what happened; when did it happen; who was involved; who witnessed it?)	
RESPONSE TO INCIDENT (i.e. what did you do; who did you tell; how else did you or will you follow up?)	
Sign and print name:	
Date:	