

Diocese of Peterborough

**Volunteer Screening Initiative
Incident Report Form**

Parish: _____

Address: _____

Pastor: _____

Name of Ministry: _____

Ministry Leader: _____

Date and time of Occurrence: _____

Reported By: _____ **Tel.** _____

Location of the Incident: _____

Name of Person(s) involved _____

(Refer to Guidelines on Back Page)

Summary of Incident: _____

Actions Taken: _____

Who has been notified: _____

Follow-up: _____

Completed By: (signature) _____

Date: _____

Information Collection:

Personal information on this form is will be used by Volunteers. This report must be given to the Pastor or a Screening Committee member within 24 hours of the incident. This information will be stored permanently in a confidential locked cabinet in the Parish Rectory. Any questions with respect to this information should be directed to the local pastor or the Diocesan Screening Committee 350 Hunter Street West – Box 175, Peterborough, Ontario, K9J 6Y8. Phone: (705) 745-5123 Fax: (705) 745-2555.COPIES: Original – Parish Rectory File Copy: Chancellor of Spiritual Affairs

Instructions for the Completion of Incident Report

1. A copy of this report is to be given to the Pastor / a Parish Screening Committee member/or the Chancellor of Spiritual Affairs (Chancery Offices) within 24 hours.

2. If this incident results in the dismissal of a volunteer or a report to the police or Children's Aid Society, notify the Diocesan Screening Committee Chair or the Chancellor at the Diocese office as soon as possible.

3. Serious incidents to be reported include but 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 violence or threat or violence to a volunteer by a participant
 - Any acts of destruction or theft by a volunteer or participant.

4. If you have any questions or concerns whether an incident needs to be reported seek advice. Contact your Pastor / a Parish Screening Committee member/or the Chancellor of Spiritual Affairs (Chancery Offices).