

# AUSTRALIAN QUAKER INCIDENT REPORT

Please use this form for any incident that may require reporting eg. a physical injury at a Quaker premises for insurance purposes, a psychological injury, or allegation that may require follow-up.

**NB Some incidents require mandatory reporting within specified timeframes.** Your Regional Meeting (RM) Clerk can advise on reporting obligations and help with follow-up.

<b>DATE &amp; TIME:</b>		
<b>WHERE:</b>		
<b>WHO WAS INVOLVED:</b>	<b>Name(s)</b>	<b>Contact details</b>
<b>WITNESS(ES):</b>	<b>Name(s)</b>	<b>Contact details</b>
<b>WHAT HAPPENED?</b> HOW DID IT HAPPEN? WAS THERE ANY INJURY OR DAMAGE?		

**PLEASE COMPLETE 2<sup>ND</sup> PAGE OF THIS FORM**

*This form may include personal confidential information. Please ensure that copies are stored securely.*

<p><b>ACTION TAKEN AT THE TIME</b> <i>(please attach any relevant documents):</i></p>	
<p><b>WHO IN YOUR REGIONAL MEETING (RM) or AUSTRALIA YEARLY MEETING (AYM) WAS NOTIFIED:</b></p>	<p><i>Who was notified?</i></p> <p><i>Who notified them?</i></p> <p><i>When was it notified?</i></p>
<p><b>FOLLOW-UP ACTION:</b> <i>(including any debrief with those impacted)</i> <i>Please attach any relevant documents</i></p>	
<p><b>Report MADE by:</b></p>	<p>Name: _____ Date: _____</p>
<p><b>Report RECEIVED by:</b></p>	<p>Name: _____ Date: _____</p>

**PLEASE FORWARD COMPLETED FORMS TO THE RELEVANT REGIONAL MEETING (RM) OFFICE HOLDER**

- **For child protection Issues, please discuss immediately with your RM Child Protection Contact**
- **For Insurance claims, notify your RM Treasurer**

Contact details for Child Protection, Safe Quaker Community, Elders and Pastoral Carers are available at [www.quakersaustralia.info/resources/administration-resources/regional-meeting-resources](http://www.quakersaustralia.info/resources/administration-resources/regional-meeting-resources)

Child Protection and Safe Quaker Community **Policies and guidance** are available at [www.quakersaustralia.info/resources/policies](http://www.quakersaustralia.info/resources/policies)

**If you or anyone else needs immediate help you can call Lifeline anytime on 13 11 14**

*This form may include personal confidential information. Please ensure that copies are stored securely.*