

Appendix 1

Sample Incident Report Form for Suspected Misconduct

This form is designed to document incidents of misconduct, including inappropriate behaviors or policy violations by staff, volunteers, or minors, as outlined in The Foursquare Church Child and Youth Protection Manual. Misconduct includes actions that violate the manual's policies but may not rise to the level of abuse requiring mandatory reporting.

Instructions:

1. Print all information clearly, except for signatures.
 2. Use additional sheets if necessary to provide complete details.
 3. Submit this completed report to the ministry leader immediately.
 4. The completed report should be retained at the local Foursquare church for 7 years.
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Today's Date: _____

Name of Preparer: _____

Preparer's Title/Role: _____

Incident Details:

- Date of Incident: _____
- Time of Incident: _____
- Location of Incident: _____

Names and Ages of Individuals Involved (including minors, staff, volunteers, or others):

Contact Information (if minors, include parent/guardian contact information):

Description of the Incident (include specific behaviors, actions, or policy violations observed, and any relevant context):

Immediate Response to the Incident (e.g., interruption of behavior, redirection, separation of individuals):

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Visible Injuries (if any): ___ Yes ___ No

If yes, describe injuries and treatment provided (how, where, and by whom):

Name of Ministry Leader or Supervisor Notified: _____

By Whom: _____

Date/Time of Notification: _____

Parent/Guardian Notification (if applicable):

- Name of Parent/Guardian Notified: _____
- By Whom: _____
- Date/Time of Notification: _____

Initial Follow-Up Actions (e.g., disciplinary measures, retraining, safety plans):

Additional Details (include any other relevant information):

Signature of Preparer: _____

Date: _____

Printed Name of Preparer: _____

Signature of Ministry Leader or Designee: _____

Title: _____

Date: _____

Note: Do not attempt to investigate allegations of abuse. For suspected or disclosed abuse, follow the reporting protocols in Section 1.5.D of the Child and Youth Protection Manual and use Incident Report B: Disclosed Abuse. Retain this form in a secure, confidential location.

For use by Ministry Leaders/Staff:

Was Foursquare's legal counsel notified? ___ Yes ___ No. Date/Time: _____

For Mandatory Reporting Incidents: Was an authority notified?

If yes, what authority was notified? _____

If yes, describe date, time, person notified, and by whom:

Date/Time of Notification: _____

Describe actions taken by the authority: