



Catholic Diocese of Rockhampton

'We live out the call of baptism through personal faith in Jesus witnessing together to the Good News of the Kingdom'

Incident Register

This form is to be completed and maintained by the relevant **ministry or office** as required by the procedure document titled '*Activity Planning for the Child Protection Policy*'.

As soon as practicable after any *Incident Report Form* has been received in relation to an activity of the **ministry or office**, details of the incident must be recorded on this form and the original *Incident Report Form* received must be filed and kept with this Incident Register.

Reminder: A copy of each *Incident Report Form* received must be provided to the **Diocesan Child Protection Officer**.

| Date | Location | Describe the Incident | Type of Injury | Action Taken | No Action Taken - Reason | Activity Supervisor | Completed By | Review Date |
|--------|----------------|--|-------------------|--------------|--------------------------|---------------------|--------------|-------------|
| 010107 | Parish Grounds | Mary Smith fell over while running down the stairs | Graze to the knee | | Mother on location | | | |
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Reviewed by: _____ Reviewed by: _____ Reviewed by: _____
 Date Reviewed: _____ Date Reviewed: _____ Date Reviewed: _____
 Next Review Due: _____ Next Review Due: _____ Next Review Due: _____