Queen Anne Lutheran Church Safe Haven Incident Report

This form is to be completed in compliance with the QALC Safe Haven Policy when there has been an incident of concern, a disclosure shared, or a report filed with CPS or local law enforcement. This document will be kept in the Safe Haven Disclosure File in a locked and secure location on the QALC premises. This form must be given to the program leader or pastor within 24 hours of the incident.

Person filing out this Report: _____

Date:_____Phone #: _____

Address:_____City_____State_____

Email _____

Name of child whom concern is about: _____

Name of adult whom concern is about: _____

Was this disclosure/incident reported to CPS? Yes No When?_____

Was this disclosure/incident reported to local law enforcement? Yes No When? _____

Please document what was witnessed including details such as dates, names, quotes from child(ren) and visual signs of reasonable cause to believe that abuse or neglect has occurred:

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