School of Practical Philosophy

INCIDENT REPORT

Name: 

Date/s of incident

Time of incident

Location of incident

Type of incident

☐ Accident

☐ Injury

☐ Complaint made by student, volunteer, tutor, staff

Examples of complaints that should be recorded include complaints relating to the contract of employment, such as not being paid for services, and more serious complaints, such as allegations of physical abuse, harassment or bullying

☐ Event or circumstances involving a breach of the Code of Conduct

Description of the incident: (details of the incident listed in chronological order and including names and roles of people involved and witness where possible)
Recommended action to mitigate this incident or future occurrence

Report completed by:

______________________________    _______________________________
(print name)                    (signature)

Date: ____________________________

Name of Tutor/level head

______________________________    _______________________________
(print name)                    (signature)

Follow up action: (what steps have been taken so far to address the incident?)

Has the incident been resolved? (at the time of completing this register)

☐ Yes

☐ No

Incident Report Register No________________

Further steps to be taken by the manager/Level head /Committee (if applicable):