

Trinity Presbyterian Church of Atlanta, Georgia
Suspected Abuse Incident Report Form

Completing this *Suspected Abuse Incident Form* will assist Trinity's Response Team in responding to the concern or allegation. All information on this form will be provided on a confidential basis to the appropriate law enforcement agency. *It is imperative that the person taking action with the information in this report be familiar with the state and local law reporting requirements.*

The term "Protected Individual" refers to all minors age birth to 18 years of age protected under Trinity's *Child And Youth Abuse Prevention Policy*.

Name of person observing or receiving disclosure of child abuse (Reporter):

Street Address of Reporter: _____

City: _____ State: _____ Zip Code: _____

Phone Number of Reporter: _____

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

Name(s) of Minor(s): _____ Minor's Age: _____

Name(s) of those suspected of abuse or causing neglect: _____

Relationship of the accused to the minor: _____

Date/Place of initial conversation with/report from minor: _____

Minor's statement (quote relevant statements made by the minor):

Describe the minor's demeanor and/or appearance:

What immediate action was taken:

Does anyone else have relevant information? Were there any witnesses?

NAME

PHONE NUMBER

Report Submitted to (Response Team Member): _____

Reporter's Signature: _____ Date: _____

Response Team's Record of Reports of Incident of Suspected Abuse:

Reported to Senior/Executive Pastor : _____ Date/Time: _____

Summary:

By whom: _____ Signature: _____

Report to minor's parent/guardian: _____ Date/Time: _____

Summary:

By whom: _____ Signature: _____

Report to DFCS: _____ Date/Time: _____

Summary:

By whom: _____ Signature: _____

Report to Law Enforcement Agency: _____ Date/Time: _____

Summary:

By whom: _____ Signature: _____

Other Contacts: _____ Date/Time: _____

Summary:

By whom: _____ Signature: _____

Other Contacts: _____ Date/Time: _____

Summary:

By whom: _____ Signature: _____