

## SRE Incident Report

This report is to be filled in by an SRE teacher and handed in to their SRE Coordinator and Authorising Minister.

SRE Teacher/s:	Grade taught:
School:	Date:
Unit / Lesson Taught:	Time of Incident:

### What is the nature of the incident? Tick all that apply

- Sensitive issue in class   
  Student distress   
  Injury to teacher   
  Injury to student  
 Student disclosure requiring mandatory reporting   
  Other: \_\_\_\_\_

### Incident Description

Use as much detail as possible, answering questions like who was involved, what occurred, how you responded, names of other teachers involved, why you think that the incident is worth reporting (use an additional sheet of paper if necessary).

Have you reported this incident to the school SRE Coordinator?  No  Yes

Have you reported this incident to the school Principal?  No  Yes

Signed:

Date:

#### SRE Coordinator Checklist

- Copy of incident report kept on file at church.
- Copy of Incident report returned to teacher.
- Additional details given by teacher (if needed).
- Incident discussed with Authorising Minister.

#### SRE Authorising Minister Checklist

- Copy of incident report kept on file at church.
- Contact Youthworks SRE Office for support and advice (if needed).
- Arrange additional training for teacher (if needed).
- Incident discussed with teacher (if needed).