

Rotary International District 5360 abides by the Personal Information and Privacy Act (PIPA) and other applicable laws.

The incident report should be completed as soon as possible after the incident occurs, and should include a description that is as detailed as possible.

Victim Name:

Phone Number(s):

Address:

Parent/Guardian(s) Name(s):

Phone Number(s):

Alleged Offender Name:

Phone Number(s):

Address:

Parent/Guardian(s) Name(s):

Phone Number(s):

Incident Time:

Incident Date:

Incident Location:

Event Title:

All Event Personnel Present: (Use extra sheet if necessary.)

This complaint involves:

Harassment

Bullying

Abuse

Emotional

Physical

Sexual

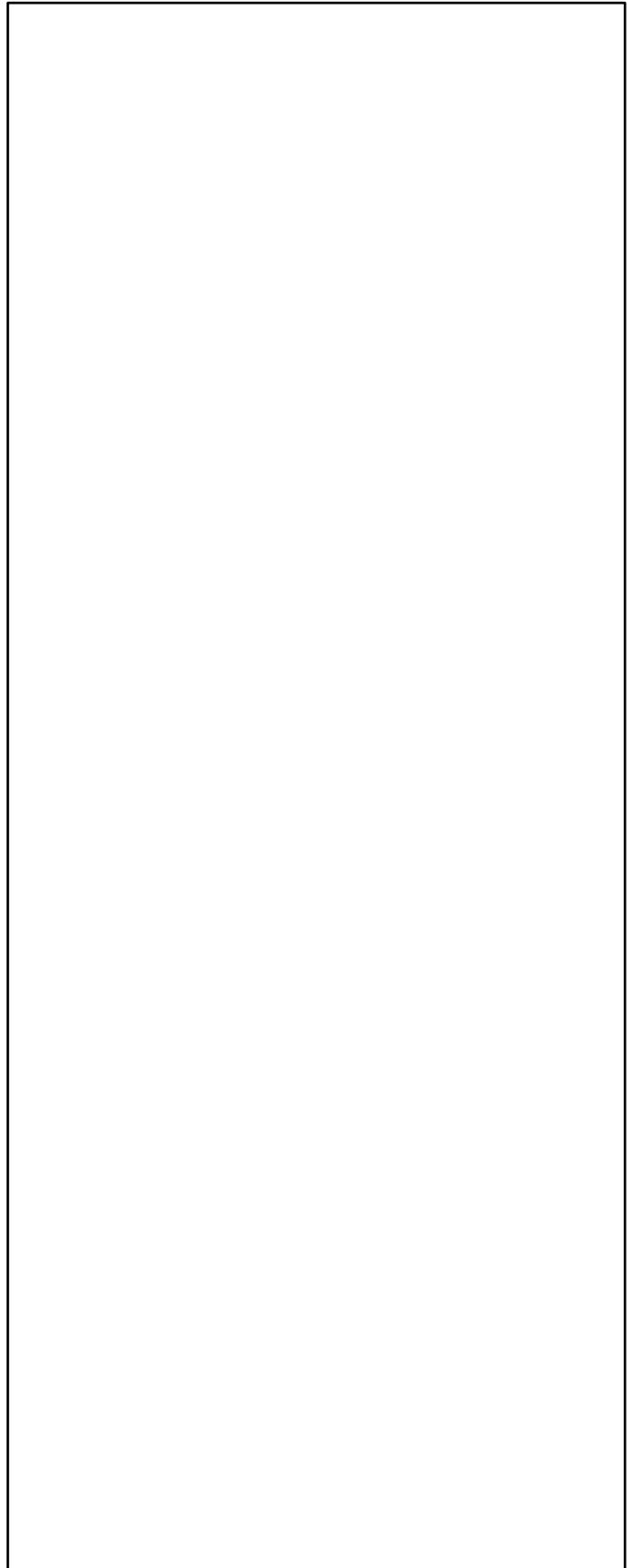
Neglect

Other (Explain Below)

Other:

Details of Disclosure if Verbal (Actual Facts Only) and Observations of Victim.

What action was taken (if any) i.e. intervention, safeguarding, contacted authorities, etc.



Contacted Victim's Parents/Guardians?

Yes

No

Name of Parent/Guardian Contacted:

Were the Police or Alberta Human Services Contacted?

Yes

No (Refer to Appendix 1 enclosed)

Name of Person/Guardian Contacted:

Contacted District Youth Protection Officer (DYPO)?

Yes

No (Refer to Appendix 4 enclosed)

Name/Address/Phone Numbers of any Witnesses

Administrative Use Only

Reported by:

Print / Type Name, Initials, Date, & Phone Number

District Youth

Protection Officer:

Print / Type Name, Initials, Date, & Phone Number

District Governor:

Name / Type Initials, Date, & Phone Number

Appendix 1

Alberta Human Services

- 1) Find Services Location Closest to the Location of the Reported Incident.

[Child and Family Services - Office Locator](#)

Appendix 2

Calgary Police Service

- 1) Reporting Child Abuse

[Calgary Police Service – Online Assistance](#)

- 2) Child Abuse Resources

[Calgary Police Service – Abuse Resource Information](#)

Appendix 3

- 1) Royal Canadian Mounted Police

[RCMP – Child Abuse Information](#)

IMPORTANT – Contact Your Local Detachment.

Appendix 4

- 1) District 5360 Youth Protection Officer

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