

Youth Program Incident Report Form: Section-by-Section Instructions

1. Program Information

Complete all identifying information about:

- Program/site
- Date and time of report
- Person completing the report
- Contact information

This ensures proper follow-up and record tracking.

2. Incident Details

Document:

- Exact date and time of the incident
- Specific location (room, field, hallway, bus, etc.)
- Type of incident (check all that apply)
- Whether emergency services were required

If emergency response occurred:

- Record what happened
- Who responded
- Timeline of actions

3. Individuals Involved

List:

- Child/youth involved
- Age or DOB
- Parent/guardian contact information
- All other individuals involved or witnessing

- Include staff and volunteers present at the time.

4. Detailed Description of Incident

This is the most important section.

Include:

- What happened first
- What was observed
- What was said (direct quotes if possible)
- Sequence of events
- Staff responses
- Child/youth response

Use neutral language.

Example of objective language:

Instead of: "The child became aggressive and out of control."

Write: "The child threw two chairs and yelled, 'Leave me alone.'"

5. Immediate Actions Taken

Indicate:

- First aid provided
- Notifications made
- Separation for safety
- Law enforcement involvement
- Mandated reporting actions

Then describe:

- Who took action
- What specifically was done
- Time actions occurred

6. Mandated Reporting (If Applicable)

If suspected abuse or neglect:

- Confirm whether a report was made
- Record agency contacted
- Date and time
- Report number (if given)
- Name of reporting individual

Follow your organization's child protection policy and state law.

7. Follow-Up & Support Plan

Document:

- Whether follow-up is needed
- Who is responsible
- Timeline
- Any safety adjustments or supervision changes

This ensures incidents are not just recorded—but addressed.

8. Signatures

Required signatures confirm:

- Report accuracy
- Supervisor review
- Leadership/safety oversight

Signatures also support compliance and insurance documentation.

Storage & Confidentiality

This form contains sensitive information. It must be:

- Stored in a secure, limited-access location
- Never emailed unsecured
- Never stored on personal devices

- Shared only with authorized personnel

Follow your organization's document retention policy.