

# Child Safety Incident Report

## Part 1

*This form should be used to report to the CSAIR Child Protection Committee any violation of the CSAIR Child Protection Policy, boundary violations, disclosures of abuse, child safety concerns, or other behaviors or allegations of behavior that might jeopardize the safety of a child. Proof or first hand direct knowledge of a behavior or incident is not necessary to submit this form. The information contained in this report is confidential and will only be shared with the members of the CPC as part of its discussion regarding the incident.*

1. Date and time of incident/behavior \_\_\_\_\_

2. Location of incident/behavior \_\_\_\_\_

3. Name of individual(s) – adult or child – who accidentally or intentionally violated the Child Protection Policy, harmed or potentially harmed a child, or who otherwise engaged in a concerning behavior

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4. Name of the child(ren) involved in noted incident

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5. Describe, with as many details as possible, the incident/behavior

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6. Individual submitting this report (optional):

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Email address*

\_\_\_\_\_  
*Cell phone number*

*Please submit this form to the CSAIR Child Protection Committee by emailing [childsafety@csair.org](mailto:childsafety@csair.org), mailing it to the synagogue to the attention of the Child Protection Committee, 475 West 250<sup>th</sup> Street, Bronx NY 10471, or dropping it in the slot of the Committee's private, locked mailbox, located in the lower lobby of the synagogue.*

# Child Safety Incident Report

## Part 2

(For Child Protection Committee use)

1. Date/Time/Name of CPC member in contact with individual submitting report in Part 1

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2. Summary of conversation between CPC member and reporting individual

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3. Date/Time of full CPC discussion of reported incident, including those in attendance

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4. Key discussion points, and actions recommended by the CPC

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5. Follow up to discussion, and recommended actions

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6. Additional information

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