

**ONE LIFE TO GIVE**  
**INCIDENT REPORT TEMPLATE**

*The information contained in this document might be of very sensitive nature and shall be treated with utmost care and confidentiality.*

When, where and at what time did the incident take place?

Who was involved in the incident?

When was the incident reported in the first place and to whom?

Kindly provide details on the incident.

What is the child's account/perspective of the incident?

Were there witnesses to the incident? If yes, who?

With whom do you wish to lodge this report? (circle)

OLTG Kenyan Manager, Board of Directors or Other

Was this an isolated incident or has there been other related incidents?

How did you respond to the incident(s)?

Is there any evidence of any kind in relation to the incident(s)?

Kindly outline any preferences you might have in relation to addressing the incident.

Please outline any restrictions you would like to place on the sharing of this information (note all information will be treated with confidentiality).

Additional information

Date: \_\_\_\_\_ Place: \_\_\_\_\_

Signed: \_\_\_\_\_

Employee's name in capital letters: \_\_\_\_\_

Please ensure you sign and PDF this document. Please submit this form via email.