

SAMPLE CHILD SAFETY INCIDENT AFTER-ACTION REPORT

This form is intended to collect information about incidents in violation of the (Name of YSO) Policies and Procedures for child and youth safety, boundary violations, disclosures of abuse, child/youth safety concerns or other behaviors or allegations of behavior that led to the suspicion that a child/youth in our care was being or was in danger of being harmed. The information in this report will be used in the ongoing analysis of our policies, training, and responsibilities to keep our children and youth safe. As such, the children or youth that are the subject(s) of the information do not need to be identified by name.

NOTE: This form is for statistical analysis only and does not substitute for an individual's responsibility to report incidents of suspected child abuse or neglect to (Organization name) or to DCF.

1. Date of incident(s)/behavior(s): _____

2. Number of children/youth involved _____

3. Ages and gender of children/youth involved _____

4: Description of incident(s)/behavior(s): (attach additional sheets as needed)

5. How did the situation come to your attention?

Child self-disclosed _____

Employee observed _____

Employee suspected _____

Volunteer observed _____

Volunteer suspected _____

Other individual disclosed, observed or suspected _____

Who? _____

6. Who did the report/incident involve?

Family member _____

Another child/youth _____

Staff member _____

Volunteer _____

Stranger _____

Other _____

7: Was the incident reported to (Name of internal reporting authority)?

Yes _____
Immediately _____ Within 24 hours _____ Other _____
No (please explain) _____

8. Was phone contact with DCF made?

Yes _____
Immediately _____ Within 24 hours _____ Other _____
No (please explain) _____

9. Was a written report (51A) filed within 24 hours of the phone contact with DCF?

Yes _____
Immediately _____ Within 24 hours _____ Other _____
No (please explain) _____

10: Is there any way we at (Name of organization) can improve our response in situations like this?

Yes _____
Refresher training _____, Assist with parents _____, More on-site technical assistance _____,
Other (please explain) _____

No _____

11: Is there any way we can prevent situations like this from happening in the future? _____

12: Any other comments/observations? _____
