



# Safeguarding

Ukrainian Catholic Eparchy of Saskatoon  
214 Ave. M South, Saskatoon, SK, S7M 2K4 CANADA

Tel: 306-653-0138 x. 228 Cell: 306-222-1475

E-mail: [safeguarding@skeparchy.org](mailto:safeguarding@skeparchy.org)

Web: <https://www.skeparchy.org/wordpress/about-us/policies-and-procedures/eparchial-covenant-of-care-abuse-and-misconduct-policy/>

**APPENDIX J:  
INCIDENT REPORT FORM**  
(Page 1 of 2)

**Parish:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Pastor/Administrator:** \_\_\_\_\_

**Name of Ministry:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Date and time of occurrence:** \_\_\_\_\_

**Reported by:** \_\_\_\_\_ **Tel.:** \_\_\_\_\_

**Location of the incident:** \_\_\_\_\_

**Name of person(s):** \_\_\_\_\_

**Summary of incident:**

**Misconduct was:**     intentional                       unintentional                       illegal

**Harm was:**             perceived/actual             no harm perceived or no actual harm

**Actions taken/action plan (attach if necessary):**

(Please complete page 2...)



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**APPENDIX J:  
INCIDENT REPORTFORM  
(Page 2 of 2)**

**Who has been notified:**

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

**Information Collection:** Personal information on this form will be used to report abuse or misconduct contrary to the Covenant of Care. This report must be given to the Pastor/Administrator or Parish Coordinator of Care (PCC) within 24 hours of the incident. This information will be stored permanently in a confidential locked cabinet in the Parish Office. Any questions with respect to this information should be directed to the Pastor/Administrator, PCC, or the Eparchial Coordinator of Care.  
**Original – Confidential Parish files; File Copy: Eparchial Coordinator of Care if to be notified as instructed below**

### **Instructions for the Completion of Incident Report:**

1. A copy of this report is to be given to the Pastor/Administrator, PCC, or ECC within 24 hours.
2. If this incident is a third misconduct or results in a report to the police or a child welfare agency, notify the Eparchial Coordinator of Care (ECC) as soon as possible.
3. Serious incidents to be recorded on this form include but are not limited to:
  - a. Any alleged abuse to an employee, volunteer, or participant.
  - b. Any disclosures of abuse outside the sacramental seal.
  - c. Any alleged abuse or mistreatment by an employee or volunteer to another employee, volunteer, or participant.
  - d. Any injury caused by an employee or volunteer to another employee, volunteer, or participant.
  - e. Any acts of violence or threat of violence by an employee or volunteer to an employee, volunteer, or participant.
  - f. Any acts of violence or threat of violence to an employee or volunteer by a participant.
  - g. Any acts of destruction or theft by an employee, volunteer, or participant.
4. If you have any questions or concerns whether an incident needs to be reported, seek advice. Contact your Pastor/Administrator, the Parish Coordinator of Care, or the Eparchial Coordinator of Care.