

# Incident Report Concerning Child Welfare

**Date:** [Insert Date]

**To:** [Insert Recipient's Name and Title]

**From:** [Your Name and Title]

**Subject:** Incident Report - Child Welfare Concern

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## Incident Details

**Child's Name:** [Insert Child's Name]

**Date of Incident:** [Insert Date of Incident]

**Time of Incident:** [Insert Time of Incident]

**Location of Incident:** [Insert Location]

**Report Prepared By:** [Your Name]

## Description of the Incident

[Provide a detailed description of the incident, including what occurred, who was involved, and any actions taken.]

## Immediate Actions Taken

[Detail the immediate actions taken in response to the incident, including notifying authorities or parents.]

## Recommended Follow-Up Actions

[Suggestions for additional actions that may be needed to ensure the child's welfare moving forward.]

## Attachments

[List any attached documents or evidence related to the incident.]

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

**Date:** [Insert Date]