



<b>Policy:</b>	<b>Violent Incident Report Form</b>	<b>Reference:</b>	<b>VIRFSES0079</b>
		<b>Review Date:</b>	<b>03/2023</b>

*To be completed by both Employee and Manager. Employee details are to remain strictly confidential.*

Time:		Day:		Date:	
Employee:					
Job Title:					
Manager:					
Location of Incident:					
Was the assault: Verbal/Physical/Other (specify)					
Description of Perpetrator: (if known)					
Name:					
Address:					
Other details:					

Any previous incidents with this perpetrator?    Yes  No                       Any witnesses?                      Yes  No

If yes, give date and brief details:
Name(s) of any staff involved previously:

If perpetrator unknown: physical description including age, sex, race, height, clothing, etc.

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Give an account of the incident and the circumstances leading to it (use extra sheets if necessary)

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Please give any details of other members of the public witnessing the incident:

Senior staff member notified? Yes  No

If yes, what action was taken?

Police involved? Yes  No

Police response:

Signed:.....

Date:.....