

# Parent/Employee Incident/Concern Report

Parents/guardians and employees are encouraged to report any suspected or known incident of sexual or physical abuse of children at The Meher Schools. We appreciate reports pertaining to anything about which you are uncomfortable or have a concern with respect to the safety of our students. Please provide information about your concerns below and return the form to Ivy Summers, Vice Principal and School Safety Officer, in the Office. The Safety Officer will call you to make an appointment to discuss your report and will contact you regarding the results of our investigations. Note that we cannot investigate anonymous reports. Please understand that the confidentiality of these communications is limited by law. Thank you very much for your dedication in helping us keep our children safe.

Date of report: \_\_\_\_\_ Date and time of incident: \_\_\_\_\_

Your name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Best time to meet or talk on phone: \_\_\_\_\_ Location of incident: \_\_\_\_\_

Name(s) of child(ren) involved: \_\_\_\_\_

Name(s) of adult(s) involved: \_\_\_\_\_

Description of the incident or concern: \_\_\_\_\_

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*Use reverse side of form if needed*

Your signature: \_\_\_\_\_

## To Be Completed by School Safety Officer

*Date spoke/met with person reporting concern:* \_\_\_\_\_

*Resolution:* \_\_\_\_\_

*Follow-up:* \_\_\_\_\_

*Signature:* \_\_\_\_\_ *Print name:* \_\_\_\_\_