



That all children and youth throughout the world will come to know, love and serve the Lord Jesus Christ

AWANA – Incident Report Policy and Procedures
Current as of 1 Sept 2013

Any Clubber exhibiting exceptionally negative behavior as judged by a Leader or receives a 3-Count during the course of a Club session, an Incident Report for behavior will be issued. Exceptionally bad behavior may include, but is not limited to: verbal abuse to teacher and/or student, physical abuse [i.e., hitting, biting, pushing, etc.] and/or abuse to church property or the property of others.

Below is a copy of the Calvary Road SonCatchers Incident Report. These forms are used throughout our entire children’s ministry (i.e., Choir, Sunday School, Children’s Worship, AWANA, VBS, etc.). Our Club Leaders will not issue an Incident Report for behavior unless it is warranted by the 3-Count process outlined in the AWANA Clubber Discipline Policy or falls under the conditions of exceptionally negative Behavior as described above. Incident Reports can be found in each Leader’s Binder, or the AWANA storage closet.

 INCIDENT REPORT	DISTRIBUTION White: Children’s Pastor Yellow: Parent Pink: Ministry Leader
Date ____ / ____ / 20____ Rm. # _____ Child’s Name _____ Provide the names of all ministry leaders/assistants who were present at time of incident: _____ _____	
Service: Sunday <input type="checkbox"/> 9:00 a.m. <input type="checkbox"/> 9:30 a.m. <input type="checkbox"/> 11:00 a.m. Wednesday <input type="checkbox"/> Awana <input type="checkbox"/> Other _____ Other _____	
Exact time of incident: _____ a.m. p.m. Type of incident: <input type="checkbox"/> *Behavior <input type="checkbox"/> Health <input type="checkbox"/> Other Explain the incident: _____ _____ _____	
Action taken: _____ _____	
Leader Signature _____	Parent Signature _____
<small>*Please Note: If a child receives three (3) Incident Reports for "behavior" during a one-year ministry period (September - August) it will become necessary for the parent to arrange a Pastor/Parent conference to address the disruptive behavior and ways to bring about a positive change before the child will be allowed to return to the particular ministry program where the Incident Reports were issued.</small>	