

# UNUSUAL INCIDENT REPORT

Name of Child:	Date of Incident:	Time of Incident:
Name of Staff Writing Report:	Name of Staff That Notified the Parent:	
Name of Parent:	Date Parent Notified:	

<b>Other Individuals Involved: (i.e. Other Staff/Adults, Witnesses, Children (Described as Child #1, Child #2, etc.))</b>			
Name:	Relationship to Child:	Age:	Other Important Information:

<b>Please Indicate, in as Much Detail as Possible, the Incident That Occurred: (Who, What, When, Where, Why, How)</b>

The sponsor, sponsor representative, director, or any staff member shall verbally notify the ***State Central Registry Hotline (1-877 NJ ABUSE/1-877-652-2873)*** immediately whenever there is reasonable cause to believe that a child has been subjected to abuse or neglect by a staff member, or any other adult. Additionally, the parent(s) shall be notified on the same day of the occurrence of any unusual incident(s) that occurred at the center. Such incidents may include, but are not limited to, unusual sexual activity; violent or destructive behavior; withdrawal or passivity; or significant change(s) in the child's personality, behavior or habits. The center shall maintain on file a record of such incidents and documentation that parents have been informed of them.

<b>Does the nature of this incident indicate abuse or neglect?</b>		
NO		
YES, the incident was immediately reported to the Child Abuse Hotline at 1-877-NJABUSE (1-877-652-2873)		
Name/ID of NJ Abuse Hotline Screener:	Date of Call:	Comments:

<b>Follow-Up Comments and/or Actions (if Needed):</b>