

**TCFM INCIDENT OF CHILD SAFETY CONCERN FORM**

Twin Cities Friends Meeting  
1725 Grand Avenue, St. Paul, MN 55105  
651-699-6995 / www.tcfm.org

At Twin Cities Friends Meeting (TCFM) we are committed to maintaining a safe and friendly setting for children of members and attenders to interact with other children and adults in the community. In order to assure that the community is mindful of issues of abuse, neglect, or inappropriate boundaries regarding our children in meeting, this form is available for reporting incidents of concern you may hear about or witness at meeting.

If a child is in immediate danger, call 911. You can get answers to questions about the child protection reporting process at any hour or day by calling Ramsey County (651-266-4500) or Hennepin County (612-348-3552) Child Protection.

For more information about using this form, refer to the guidelines on page 2.

**1. DATE OF REPORT** \_\_\_\_\_

**2. NAME OF REPORTER** \_\_\_\_\_

*(The reporter is the person who saw or most directly observed the incident. This person may or may not be the person named in #5, below, who filled out this form.)*

**3. PHONE # OF REPORTER** \_\_\_\_\_

**4. DESCRIPTION OF INCIDENT OR INCIDENTS**

*(Please specify when, where, who was involved, describe the behavior witnessed, any action you took, any conversation that occurred, other information you feel is relevant. Add separate sheet if necessary.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. NAME OF PERSON WHO WROTE ABOVE DESCRIPTION OF INCIDENT**

\_\_\_\_\_ *(signature)* \_\_\_\_\_ *(print name)*

**To submit a completed form:**

- Place it in the Clerk’s mailbox cubby in the office, or
- Mail to the meetinghouse c/o the clerk, or
- Hand it to the meeting clerk or co-clerk or any member of the Ministry & Council (M&C) committee.

It is advised that you also follow-up with a phone call to the clerk, an M&C member, or the TCFM general office (651-699-6995) to advise us that you have filed a form and we should be looking for it. If you want to, you can keep a copy of the report for yourself.

**6. INCIDENT REPORT RECEIVED BY MEETING CLERK OR ASSISTANT CLERK, OR AN M&C MEMBER**

\_\_\_\_\_ (signature)

\_\_\_\_\_ (date)

\_\_\_\_\_ (print name)

**GUIDELINES FOR REPORTING AN INCIDENT OF CONCERN**

Anyone, including any Twin Cities Friends Meeting member or attender, paid staff, volunteer, or other person, can fill out an Incident of Child Safety Concern Form. Alternatively, you can call the meeting clerk or assistant clerk or a member of the Ministry and Council (M&C) committee, who will fill out the form as a way of recording and handling your concern.

- This reporting procedure should not be considered adequate for situations in which there is imminent danger to a child. Every adult has the option of calling Child Protection or the police in situations where an immediate response is necessary.
- If you cannot locate the clerk or an M&C member, you can talk to a First Day School teacher or someone else from meeting that you know and trust for help filling out the form or locating a clerk or M&C member.
- This form is to be used for incidents that come to your attention on the Meetinghouse premises or at functions that are sponsored by Twin Cities Friends Meeting or other TCFM-affiliated Quaker functions that may occur in another location.
- It is possible to file this form anonymously; however, that may make it more difficult to follow up on your concern. Please remember that the people about whom you have filed the report may be able to figure out who filed the report even if you do not supply your name.
- At the time you make the report you can indicate if you would like us to follow up and tell you that the matter has been taken care of. We may only be able to give you limited information; however, we want you to know we appreciate your concern about these matters and understand that it may ease your mind to know that the report was followed up on and your concerns were taken seriously.

**IMPORTANT CONTACT INFORMATION**

M&C members can be approached at the end of every First Day (Sunday) meeting or called at the phone numbers listed on our website at [www.tcfm.org](http://www.tcfm.org) and on the first page of our monthly newsletter.

The form and these guidelines are posted on our website, where they can be downloaded. The form is also available on our front hall table.