

KINGSTON COLLEGE OF LONDON

Incident report form

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|---|--|------------------|--|--------------|--|
| Site: | | Location: | | | |
| Date: | | Time: | | | |
| Incident reported by: | | | | | |
| Brief details of incident and name of person responsible for this (if known): | | | | | |
| <hr/> <hr/> <hr/> <hr/> <hr/> | | | | | |
| Damage to property if any (please specify): | | | | | |
| <hr/> <hr/> <hr/> <hr/> | | | | | |
| Personal injuries if any (please specify) and name of person injured (if known): | | | | | |
| <hr/> <hr/> <hr/> <hr/> | | | | | |
| Emergency services called (please specify): | | | | | |
| <hr/> <hr/> <hr/> <hr/> | | | | | |
| Name /s of any witness /es: | | | | | |
| Signature: | | Date: | | Time: | |

This form (with any attached witness statements) is sent to the Principal/Registrar. The investigating officer sends the allegation to the student.