



# CONFIDENTIAL

## Incident Form

Play Service

In the event of an incident you are required to complete this form.  
You are to record any significant incidents that you feel should be drawn to the child's parents/carers attention.

Name of child			
Date of incident			
Time of incident			
Location of incident			
Nature of incident			
Others involved			
How was the situation handled			
Witnesses			
Was any restraint used?			
Signed by staff		Date	

All forms are to be signed by the parents and stored in the child's records, **unless** it is felt that a child is at 'risk of harm'.

Signed by Parent/Carer		Date	
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Whilst every effort has been made to ensure the accuracy of the information provided, The Out of School Development Team cannot accept responsibility or liability for any errors which may have occurred. This form has been created as an **example only**.

Reviewed: 05.05.09