



# Incident Form (Confidential)

## Crèche

Play Service

In the event of any incident you are required to complete this form.

It is important that you record any incidents that you feel should be drawn to the child's parents/carers attention.

This form is to be signed by the parents and stored with the child's records.

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

Staff name:	Signature:	Date:
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Parent/carers name:	Signature:	Date:
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Whilst every effort has been made to ensure the accuracy of the information provided, The Childcare Development Officer cannot accept responsibility or liability for any errors, which may have occurred. This has been created as a **Sample only**. Providers must write their own specific to their setting.