

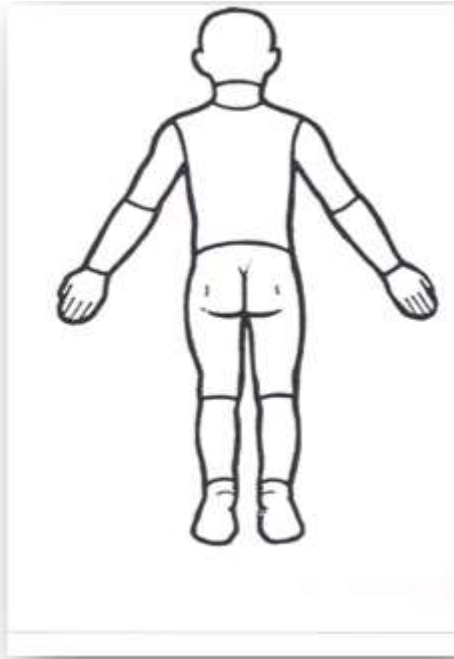
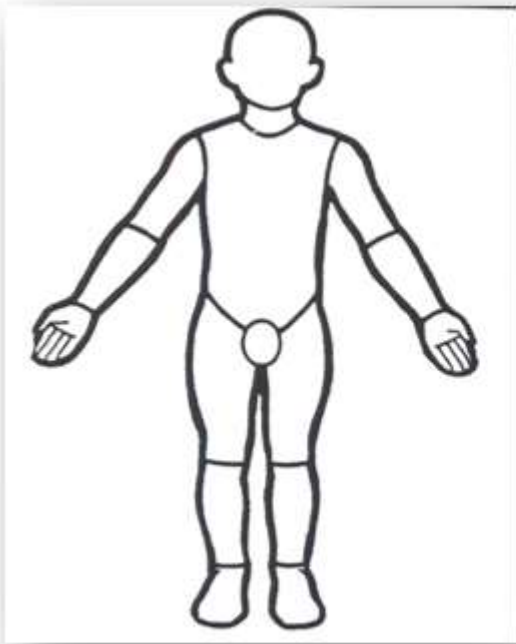


Incident Report Form

This form is to be used for any accidents or incidents that occur whilst you are out with your Younger Friend which would need reporting to the child's parents/carers, and the Area Coordinator. This would include any head injury, or other injury sustained by the Older or Younger Friend from falls, or in situations where the Younger Friend gets lost. **If in doubt – fill it out.**

Name of Injured Person:	
Name of Child/Young Person:	Age:
Name of Older Friend:	Date of Incident:
Witnesses:	Time of incident:
Brief Description of Incident/Accident:	
Outcome of the Incident/Accident:	
Any Actions to be taken as a result of this incident or actions to be taken to prevent further occurrence (by whom/when):	

The section overleaf should be used to indicate where any injuries or marks have been observed as a result of the incident. Use a X or Circle and **do not take a photograph of the child**. You can take a photo of any equipment or area involved.



Signed Parent: Date.....

Signed Young Person if over 13 years old: Date.....

Signed Older Friend: Date.....

Signed Area Co-ordinator: Date.....

Please send completed form back to your Area Co-ordinator to keep on file.