

Incident Record

This record should be completed as a record of significant incidents relating to:

- child/adult conduct or behaviour that breaches the Code of Conduct and/or Policy for Promoting Positive Behaviour
- a child going missing from the Children's Centre or during an outing

Complete one record for each child/family concerned.

Forward the completed Incident Record to District Lead for Targeted Services *(add details once known)*

Date:	Time:	Venue:
Name of Provider:	Name of Lead Person:	Children's Centre Activity/Service
Describe the incident:		
Describe any injury, harm or consequences:		
Describe your actions in response to the incident:		
Provide details of who was involved: <i>(i.e. name, address, D.O.B)</i>		
Who witnessed the incident?		
What further action is agreed/required?		
Lead Person Signature:	Parent/Carer Signature:	

