

Home Accident/Incident Form – The Ark (for parents)



PLEASE PRINT IN BLACK OR BLUE INK

It is important that any accidents or incidents which happen at home and are reported to staff are recorded within The Ark. Parents need to inform staff of any accident/incident which happens to their child away from the Ark, but which may affect their behaviour or cause concern for the Ark staff. The Ark should ensure that the parent's written signature is obtained to confirm that information.

To be completed by a member of staff

Name of child	
Date and time of accident/incident:	
Date	Time
Where the accident/incident took place;	
Nature of the accident/incident:	
Witness(es) to the accident/incident:	Injuries sustained:
Initial action taken:	by whom(if professionals involved):
Any actions required by Ark staff:	
At what stage were parents informed:	
Does this need to be report (RIDDOR)?	
Yes No	

To be completed by the parent/guardian of the child involved

I confirm that I have informed staff of any relevant information involving my child.

Signed by parent/guardian

Date