

ACCIDENT & INCIDENT REPORTING TEMPLATE

making it happen

OVERVIEW	
Name of person/s involved:	
Date of Accident/Incident:	
Time of Accident/Incident:	
Location of Accident/Incident:	
DETAILS	
Nature of Accident/Incident:	
Description of Accident/Incident:	
Treatment (if applicable):	<i>(only to be administered by a qualified First Aider)</i>
Treatment administered by:	
Further treatment/support required? If so, what and when?:	
COMMUNICATION	
Class Teacher and/or Parent/Guardian informed?:	<i>(date/persons informed/by who)</i>
Any witnesses?:	
Additional Notes:	
CONSENT	
Artist Signed:	Date:
Artist Print Name:	
2 nd Adult Witness Signed: <i>(if applicable)</i>	Date:
2 nd Adult Witness Print Name: <i>(if applicable)</i>	



ACCIDENT & INCIDENT REPORTING GUIDANCE

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happen

Why do you need Accident and Incident Reporting Forms?

This document supports you to accurately capture the details of any incidents or injuries under your supervision during sessions you deliver. It is really important to capture this as soon as possible and safe to do so once the person has been cared for to ensure all information is logged correctly. This document will support you if the matter needs to be followed up further and if you are required to engage with your insurers.

What information do you need?

- Dates, times, location of accident or incident– be specific, which space within the building etc.
- Details of event– as much detail as possible to ensure all aspects of the accident or incident have been captured and logged. Include involvement with any other people and any injuries due to the space/objects in the space.
- Details of any immediate or ongoing medical assistance sought – all first aid should be administered by a qualified First Aider. If further medical attention is required from a hospital or A&E, be sure to report timings of the procedure along with any key personnel that were involved.
- Details of passing on the information in the case of injuries to participants under 18 years of age. In some cases, this may be a phone call to a parent/guardian to inform them of the event and discuss any ongoing medical requirements. In the case of an incident, this may be communication with a safeguarding officer at a school/college. See further guidance below for more support with this matter.

How to store Participant Information?

Keep one copy on file for yourself/your organisation, give one copy to the person/s involved (or their parent/guardian) and give one copy to the venue staff/manager if applicable.

You will need to be transparent with your Participants as to how you will be storing their personal data and it is your responsibility to ensure it remains secure.

If you are holding data on a digital platform, ensure it is password protected and only accessed by the relevant persons. If you hold data in paper formats this should be stored securely and only accessible to the relevant persons, such as in a locked cabinet. In this case it may be appropriate to transfer paper copies into a digital format, destroying the original paper copies, to minimise the data you store.

Further guidance

Further information about what to do if you have any concerns about young people in your sessions can be found at: <https://www.safeguardingchildren.co.uk/>

Further information regarding safe dance practice and supporting young people during online delivery can be found at: <https://www.onedanceuk.org/teaching-online-dance-classes-tips/>

Example guidance from the ISTD on Child Protection and Reporting can be found by clicking the link below:
[ISTD Professional Standards Scheme](#)

