**Forms to be completed within 5 working days. Volunteers are encouraged to inform their Me2 Club staff member immediately.**

Child's full name: -

Person filling in the form: -

Witnesses (other adults present at incident): -

Others involved in the incident: -

Location of activity : -

Date, time of activity : -

Brief description of incident?

*(Please include description of events leading up to the incident, triggers and what actually happened)*

How was the situation resolved: (e.g. quiet time given, distraction)-

 Struggled - turn taking, sharing, waiting

What did staff do following the incident.

What was learned from this incident/accident?

 Struggled - turn taking, sharing, waiting

People you have informed: - **all present**

  Me2 Club Staff Member  Parent  Activity Leader

**(Always contact your Me2 Club staff member** **after an incident)**

Volunteer Signature : - ........................................................ Date: - ...........................................

Me2 Club Staff Member Signature : - ......................................... Date: - ...........................................

* (office use only) Me2 Club Staff Member form completed.

**\* If applicable please mark on the body map below where the injury occurred \***



