

Recording Form - Incident / Accident in Foster Care

Guidance for Foster Carers

It is important that the Fostering Service responds to and keeps records of any incidents / accidents that occur in foster placements involving carers or looked after children. It is particularly important to have records of those accidents / incidents that involve injury to yourself or a foster child.

Whilst carers and link workers do make notes / recording of accidents, we are expected via Fostering Regulations to have a more formal recording procedure. For this purpose, we have introduced a Incident / Accident Recording Form which we need foster carers to action as follows:

- 1. If an accident / incident occurs, please complete the Recording Form and make it available to your fostering officer as soon as you can. You should also contact your fostering officer as soon as possible following the incident / accident to let them know so he / she is aware of it.*
 - 2. Your link worker will make a copy of your completed form and forward it to the appropriate Fostering Team Manager. This will then be placed on a centrally held record / file. The original completed form will be placed by the link worker on your foster carer file.*
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Recording Forms are made available via your Fostering Officer. If you need any further advice on the form or procedure, then please discuss this with your Fostering Officer.
