

Summer & Day Camp Business Guide

Incident record outline

Add your details and work through this sheet with your team.

Camp / programme

Prepared by

Date

Incident reference

Date, time, and exact place

People directly involved

Facts observed, without guesses

Immediate care and safety actions

Emergency or safeguarding services contacted

Family contact, unless unsafe or contrary to official direction

Staff supporting the rest of the group

Handover and follow-up

Records preserved and access restricted

System changes needed

This is a planning outline, not a substitute for required reporting forms.