



Leeds
CITY COUNCIL

Children and Young People's Social Care

FOSTERING SERVICE

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 are introducing this Recording Form process (example attached) for which we need foster carers to undertake as follows:

- 1. If an accident / incident occurs, please complete the Record Form and make it available to your link worker as soon as you can. You should also contact your link worker 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 linkworker on your foster carer file.*
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Recording Forms are available via your link worker. If you need any further advice on the form or procedure, then please discuss this with your link worker.

Example Recording Form - Incident / Accident in Foster Care

Name of Foster Carer:

Address:

Link Worker:

Child's Name:

Child's Social Worker:

Social Worker Office Base:

Date of Incident / Accident:

Where did incident / accident take place?

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Please describe what happened: (continue over page if needed)

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Did the incident / accident result in any injury to you or the child? Yes [] No []

If yes, please detail and indicate if medical advice was needed:

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Did anyone witness the incident / accident? Yes [] No []

If Yes, please give details / name / address etc:

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What action was taken and who was informed?:

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Signed / Foster Carer:

Date:

Signed / Child - Young Person

Date:

What to do with this form:

Foster Carer: Please forward this form to your link worker as soon as possible.

Link Worker: Please forward a copy of this form to your Team Manager, retaining original on carer file.

