



JUNOMICHI SCHOOL SCOTLAND

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ACCIDENT REPORTING

ACCIDENT REPORT

Junomichi School Scotland – 32 Craigmillar Park, Edinburgh, EH16 5PS – Scotland
contact@judo-school-scotland.scot – 07885 386 477



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Accident reporting form

In the event of an accident, the following procedure should be followed by the club or organisation:

1. Fill in 2 copies of this form for **all** accidents.
2. Make contact with parents / carers.
3. Add 1 copy of form to incident book / folder.
4. Forward 1 copy to designated person for record keeping / action required.
5. Contact emergency services / GP if required.
6. Record in detail all facts surrounding the accident, including witnesses, etc.
7. Any further action.
8. Sign off on any action required from senior management officer.

Contact information – responsible adult

Name of the teacher in attendance

Address

Contact number(s)

Email

Name of organisation

Injured person information – child / young person

Name

Address

Date of birth

Gender	Female	Male	Non-binary	Another description (please state)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Has the child / young person returned to the organisation following the accident?	No	Yes
	<input type="checkbox"/>	<input type="checkbox"/>

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Accident information	
Date of accident	Time of accident
Date reported	Time reported
Who reported the accident?	
Location of accident	
Details of injury	
Nature of and how accident happened	
Did anyone witness the accident?	No <input type="checkbox"/> Yes – please give name(s) and details of witness(es) <input type="checkbox"/>
Was first aid involved?	No <input type="checkbox"/> Yes – please give details <input type="checkbox"/>
Have parents / carers been notified?	No <input type="checkbox"/> Yes – please state by whom and when <input type="checkbox"/>
Recommended action to be taken	
Referred to designated person(s)?	No <input type="checkbox"/> Yes – please have them sign declaration at end <input type="checkbox"/>
Form completed by (print your name)	
Your signature x	
Declaration – designated person	
Signature of management representative	x
Print name	
Role within organisation	
Today's date	



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How to report a concern

If you think a child is in immediate danger, contact the police on **999**. If you're worried about a child but they are not in immediate danger, you should share your concerns.

- **Follow your organisational child protection procedures.** Organisations that work with children and families must have [safeguarding policies and procedures](#) in place.
- **Contact the NSPCC Helpline** on [0808 800 5000](tel:08088005000) or by emailing help@nspcc.org.uk. Our trained professionals will talk through your concerns with you and give you expert advice.
- **Contact your local children's social work team.** Their contact details can be found on the website for the local authority the child lives in.
- **Contact the local Children's Reporter.** Local, independent officials can decide if any legal interventions need to be made to protect a child. Children's Reporters offices can be found on the [Scottish Children's Reporter Administration website](#).
- **Contact Police Scotland** if you are concerned that a child is in immediate danger.

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