

Rachel Parkhouse/Emma Hunter,  
 Child Employment and Entertainment Officer  
 Kent County Council, Sessions House  
 County Hall  
 Maidstone  
 Kent  
 Telephone: 03000 420 883



Email: [ChildEmploymentandEntertainment@kent.gov.uk](mailto:ChildEmploymentandEntertainment@kent.gov.uk)

As a chaperone you are required to notify your local authority of any accidents, or serious illnesses occurring at a place of performance that prevent a child from taking part. This form should be used to provide your Child Employment Officer with the relevant information. Once completed, please email the form to your Child Employment Officer as soon as possible. This will enable the Child Employment Officer to investigate the accident or illness, if necessary.

**ACCIDENT AND SERIOUS ILLNESS REPORTING FORM**

**Details of the Performance**

Name of performance	
Name of venue	
Name of production company	
Name of production company representative	

**Details of the Injured/Sick Child**

Name	
Address	
Contact Details for Parent/Guardian	

**Details of the Accident/Illness**

Date of the accident/illness	
Time of the accident/illness	
Nature of the injury/illness	
Exact location of the accident	

Name and contact details of witnesses	
Was first aid involved?	

What first aid was administered?	
Was an ambulance called?	
Was the child taken to hospital?	
Did the child continue with the performance?	
Were the child's parents informed?	
Has a record of the accident/illness been made by the production company?	

<b>Details of the person completing this form</b>	
Name	
Address	
Role (i.e. chaperone, producer etc)	
Signature	

<b>Parent/Carer details and signature required:</b>	
Name	
Address	
Relationship to child	
Signature	I have been informed of all details regarding accident/incident relating to the child named on this form

<b>Any Other Relevant Information</b>

Telephone: 03000 420883  
 Email: [Childemploymentandentertainment@kent.gov.uk](mailto:Childemploymentandentertainment@kent.gov.uk)

**If you have any concerns regarding the treatment of the children in your care please contact us immediately. A referral form is available on request, or at [www.kent.gov.uk/cie](http://www.kent.gov.uk/cie)**