Documentation Tips

**How to Document:** When documenting a report of an incident involving a staff and a child you can use whatever form is available. You should ensure that it is legible and the documentation should be given to the person you reported to as well as a copy sent to the HR Director, 245 Cabot Street, Beverly, MA 01915 for further follow-up.

**When Documenting incidents involving injury, or accidents in the facility you should speak to your Supervisor for what forms and procedures are necessary.**

It is important you fill out a report immediately while the details are still fresh.

**Who:**
- Who is completing the report?
- Who reported the observations?
- Who is involved in the incident?
- Who else witnessed the incident or who else can verify information?

**What:** Stay with the facts.
- What caused you to become concerned or to document the information?
- What did you observe?
- What happened before, during, and after the incident or accident?
- Be specific when listing what you observed—don’t surmise or speculate.
- List only what you know.
- What are the signs or symptoms that you observed?

**When:**
- Date
- Time
- Activity taking place

**Where:**
- Facility
- Program area
- Specific place in the room
- Where on the child’s body did you observe signs?

**Other Relevant Information:** If you are aware of any family situations (domestic violence etc...) or positive family situations that would assist in an investigation please also list those.

**Remember:**
Avoid making judgments, diagnosis, or accusations in your report. That is not your responsibility; simply state the facts as they pertain to the incident documenting the items above. The investigating agency or medical personnel will take it from there.