

CHECK LIST

INCIDENT RECORD SHEET

THECAREGUIDE.CO.UK



✓ Make Copies for Your Records

- Photocopy the completed form: Keep a printed version in a safe place.
- Take a clear photo or scan: Use your phone or a scanner.
- Save your digital copy: Store it on your phone or computer etc.

✓ Reach Out for Support

- Talk to a trusted person: family member, friend, or someone you trust.
- Contact an advocacy service: Find organisations that help with your rights.
- Inform a responsible carer or key worker: someone you fully trust.
- Report to Citizens Advice or similar services: They can provide free guidance.
- Consider reporting to the police: If a law has been broken, seek legal action.

✓ Keep a Record of Everything

- Write down every conversation: Person, date, time & what was discussed.
- Save all emails and messages: Take screenshots, print copies & save files.
- Log strange incidents that happen after you report: As it happens.
- Collect supporting evidence: Photos, documents, witness statements, or anything that helps your case.

✓ Take Further Action if Needed

- Follow up on reports: If no action has been taken, ask for updates.
- Seek legal advice: A solicitor or legal advisor can guide you on your rights.
- Submit official complaints: If needed, escalate to governing bodies etc.
- Prepare for meetings: Keep your notes organised if you need to discuss your case with authorities.

