



Newcastle Circus Arts

Accident Report Procedures

In the event of an accident, please follow this procedure:

- complete 2 copies of the accident-reporting form for all accidents, this form can be made within the accident report book for by filling out [this form](#)
- Inform Hannah Guy on 07446063795
- make contact with parents or guardians using information from the PARQ system
- store 1 copy of the form in a secure place to give to Hannah Guy
- forward 1 copy to designated person for record-keeping / action required
- contact emergency services or GP if required
- record in detail all facts surrounding the accident, witnesses, etc
- sign off on any action required from senior management officer, Hannah Guy
- In Emergencies please call 999 and inform Hannah Guy ASAP

USEFUL INFORMATION

Hannah Guy - Newcastle Circus Arts, Director, 24 Simonburn Avenue, Fenham, Newcastle, NE49UA | 07446063795 | hannah@newcastlecircusarts.com

Nathan White - Newcastle Circus Arts, Youth Circus Director, Safeguarding Level 3, 17 Dunhelm Road, Newcastle Upon Tyne | 07849038538 | nat@newcastlecircusarts.com

REPORTING A CRIME -

<https://www.northumbria.police.uk/ro/report/ocr/af/how-to-report-a-crime/>

FORM LAST UPDATED 7/3/24