



# Did something happen at playgroup?

Use this form to help you collect information about anything that happens at playgroup that you think should be reported to Playgroup Tasmania.

This includes things like injuries, complaints, aggressive or unhappy people and anything else you might feel Playgroup Tasmania should know about.

Playgroup Tasmania has detailed forms they will fill out when you speak with them about an incident.

**Follow these steps when you need to report something. IMPORTANT – If your concern is about child safety you need to use the Child Safety & Wellbeing Incident Report Form.**

## Step 1

Fill in the table below to help you remember what happened, when it happened and who was involved.

Name of person who told you about the incident		
Your full name and phone number		
Date and time it happened		
Location where it happened		
Names of people involved and their contact details (including people who saw what happened)		

<p>Briefly describe what happened</p>	
<p>Was anyone hurt or injured? Please describe any injuries</p>	
<p>Describe what was done to resolve the situation or treat the injury</p>	

## Step 2

Take a picture of this document and email it to the head office at [admin@playgrouptas.org.au](mailto:admin@playgrouptas.org.au)

If you prefer, you can call us on 1300 035 350 to give us this information and so we can check that everyone, including you, is okay.