

Proofreading for Early Years

Name _____ Date _____

- Use a coloured pen to correct this incident form.

DRAFT COPY OF INCIDENT FORM

on thursday i was sat with a group of childs in the library reading him a story
child f says that he feels sick and vomits over the carpet I remains calm and
follows my settings policies and procedures by called another member of
staff to taking the other children away from the area

i puts a chair over the soiled carpet and asks another members of staff to
cover the mess with sanitising powder

I take child f to the toilets and will give him sips of water i was helping him to
changing his jumper and trousers

I was asking my room leader to be calling his parents and I sit with the
children comforts him until his mum arrived to picks him up

i follows reporting and recording procedure by completes a incident form
what was witnessing by me supervisor

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Curriculum mapping and answers

Functional Skills English mapping

Coverage and range statements provide an indication of the type of content candidates are expected to apply in functional contexts. Relevant content can also be drawn from equivalent (school) National Curriculum levels and the Adult Literacy standards.

✓ indicates the main coverage and range skills that are (or can be) covered in this resource. However, these will vary with the student group and how the resource is used by the teacher. **Reference:** Ofqual (2009), *Functional Skills criteria for English: Entry 1, Entry 2, Entry 3, level 1 and level 2*. <http://www.ofqual.gov.uk/>

Entry 3 Writing skill standard Write texts with some adaptation to the intended audience

Coverage and range statements

- a) Plan, draft and organise writing
- b) Sequence writing logically and clearly
- c) Use basic grammar including appropriate verb-tense and subject-verb agreement ✓
- d) Check work for accuracy, including spelling ✓

Level 1 Writing Write a range of texts to communicate information, ideas and opinions, using formats and styles suitable for their purpose and audience

Coverage and range statements

- a) Write clearly and coherently, including an appropriate level of detail
- b) Present information in a logical sequence
- c) Use language, format and structure suitable for purpose and audience
- d) Use correct grammar, including correct and consistent use of tense ✓
- e) Ensure written work includes generally accurate punctuation / spelling & that meaning is clear ✓

* This resource also covers many adult literacy curriculum <http://www.excellencegateway.org.uk/content/etf1286> elements.

NOTE: Suggested answer only. Other answers may be possible. Check with your tutor.

On Thursday, I was sitting with a group of children in the library, reading them a story.

Child F said that he felt sick and he vomited over the carpet.

I remained calm and followed my setting's policies and procedures by calling another member of staff to take the other children away from the area. I put a chair over the soiled carpet and asked another member of staff to cover the mess with sanitising powder.

I took child F to the toilets and gave him small sips of water. I helped him to change his jumper and trousers.

I asked my room leader to call the parents and I sat with the child, comforting him until his mum arrived to pick him up. I followed reporting and recording procedures by completing an incident form which was witnessed by my supervisor.