



Recording and reporting of accidents and incidents

Policy statement

Little Cherries follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are not regarded as incidents and there are separate procedures for this.

Procedures

Little Cherries accident forms:

- are completed each time a child is hurt;
- are accessible to our staff and volunteers, who all know how to complete them;
- are shown to parents/carers for them to sign and if requested, a copy given;
- are logged onto our recording systems;
- are reviewed on a regular basis to identify any potential or actual hazards;
- are kept in a safe and secure place within the office.

Any injuries or accidents to staff or visitors are also reported in the same way.

Parents are asked to inform staff at the beginning of a session if their child has had an accident/injury at home which may affect their wellbeing within the session and a form is completed.

Reporting accidents and incidents

- Ofsted is notified as soon as possible, but at least within 14 days, of any instances which involve:
 - food poisoning affecting two or more children looked after on Little Cherries premises;
 - a serious accident or injury to, or serious illness of, a child in Little Cherries care and the action we take in response;
 - the death of a child in Little Cherries care; and
 - any other serious event or incident.
- Local child protection agencies are informed of any serious accident or injury to a child, or the death of any child, while in our care and we act on any advice given by those agencies.
- Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.

We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

- . We report the following to the Health and Safety Executive (HSE):
 - Any work-related accident leading to an injury to a member of the public (child or adult), for which they are taken directly to hospital for treatment.
 - Any work-related accident leading to a specified injury to one of our employees. Specified injuries include injuries such as fractured bones, the loss of consciousness due to a head injury, serious burns or amputations.
 - Any work-related accident leading to an injury to one of our employees which results in them being unable to work for seven consecutive days. All work-related injuries that lead to one of our employees being incapacitated for three or more days are recorded in our accident file.
 - When one of our employees suffers from a reportable occupational disease or illness as specified by the HSE.
 - Any death of a child or adult, that occurs in connection with a work-related accident.
 - Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident, but could have done; such as a gas leak.
 - Any dangerous occurrence is recorded on our incident form (see below).

Little Cherries incident file

- We have ready access to telephone numbers for emergency services, including the local police.
- We ensure that our staff and volunteers carry out all health and safety procedures to minimise risk and that they know what to do in an emergency.
- On discovery of an incident, we report it to the appropriate emergency services – fire, police, ambulance – if those services are needed. If emergency services are contacted, we next contact the Business Manager of Bewick Bridge CPS to inform them of the incident.
- If an incident occurs before any children arrive, the lead practitioner assesses the risk of this situation and decides if the premises are safe to receive children. The lead practitioner may decide to offer a limited service or to close the setting.
- Where an incident occurs whilst the children are in our care and it is necessary to evacuate the premises/area, we follow the procedures in our Fire Safety and Emergency Evacuation Policy. Or, when on an outing we follow the procedures identified in the risk assessment for the outing.

- If a crime may have been committed, Little Cherries asks all adult witnesses to the incident to make a witness statement which should include the date and time of the incident, what they saw or heard and what they did about it. They should include their full name and signature.
- We keep an incident file for recording major incidents, including some of those that are reportable to the Health and Safety Executive as above.
- These incidents include:
 - a break in, burglary, or theft of personal or Little Cherries property;
 - an intruder gaining unauthorised access to the premises;
 - a fire, flood, gas leak or electrical failure;
 - an attack on an adult or child on the premises or nearby;
 - any racist incident involving families or our staff on the setting's premises;
 - a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on the premises;
 - any child leaving the premises unaccompanied;
 - the death of a child or adult; and
 - a terrorist attack, or threat of one.
- In the incident file we record the date and time of the incident, nature of the event, who was affected, what was done about it or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, is also recorded.
- In the event of a terrorist attack, we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Little Cherries Standard Fire Safety and Emergency Evacuation Policy will be followed. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, the emergency services are called and the advice of these services are followed.
- The incident file is not for recording issues of concern involving a child. This is recorded in the child's own file.

Premises

- We report any problems with the premises to the school (our contact is the school business manager).

In an emergency out of school hours we have the contact details of the caretaker.

Common Inspection Framework

- As required under the *Common Inspection Framework*, we maintain summary records of all accidents, exclusions, children taken off roll, incidents of poor behaviour and discrimination- including racist incidents, and complaints and resolutions.

Legal framework

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (As Amended)

Further guidance

- Common Inspection Framework: Education, Skills and Early Years (Ofsted 2015)
- Early Years Inspection Handbook (Ofsted 2015)
- RIDDOR Guidance and Reporting Form: www.hse.gov.uk/riddor

This policy was adopted by	Little Cherries	<i>(name of provider)</i>
On	March 2018	<i>(date)</i>
Date to be reviewed	November 2020	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Jennie Peacock	
Role of signatory (e.g. chair, director or owner)	Chair	

Other useful Pre-school Learning Alliance publications

- Accident Record (2013)
- CIF Summary Record (2016)
- Reportable Incident Record (2015)