

Accidents & Incidents & Major Incident:

Recording and Reporting Policy

Policy Statement

At Rudgwick Pre-school we 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.

Accident Procedures

Children's accidents are recorded on Tapestry, accidents are reviewed periodically and fully audited at the end of each academic year.

Staff accidents are recorded in our Accident Book:

Reporting accidents and incidents

Ofsted is notified as soon as possible, but at least within 14 days, of any instances which involve:

- A serious accident or injury to, or serious illness of, a child in our care and the action we take in response.
- The death of a child in our care.
- Food poisoning affecting two or more children looked after on our premises, this is also reported to the local Environmental Health Department.

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.

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 to the Local Authority Health.

- 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 book.
- 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.
- Information for reporting incidents to the Local Authority is provided in the Preschool Learning Alliance's Accident Record publication (2017). Any dangerous occurrence is recorded in our Reportable Incident Book (see below).

Incident book

- We have ready access to telephone numbers for emergency services, including the local police. As we rent the premises, we ensure we have access to the person responsible and there is a shared procedure for dealing with emergencies.
- 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 an incident occurs before any children arrive, our supervisor along with staff risk assess the situation and decide if the premises are safe to receive children. They 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, the procedures identified in the risk assessment for the outing.
- If a crime may have been committed, we ask all adults witness to the incident make a witness statement including the date and time of the incident, what they saw or heard, what they did about it and their full name and signature.
- We keep an incident book for recording major incidents, including some of those that are reportable to the Local Authority as above.
- These incidents include:
 - a break in, burglary, or theft of personal or our setting's property
 - an intruder gaining unauthorised access to our premises
 - a fire, flood, gas leak or electrical failure
 - an attack on an adult or child on our 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 our premises
 - the death of a child or adult
 - a terrorist attack, or threat of one
- In the incident book 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. [Our/My] standard Fire Safety and Emergency Evacuation Policy will be followed [and our staff will take charge of their key children]. The incident is recorded when the threat is averted.

- In the unlikely event of a child dying on our premises, the emergency services are called and the advice of these services are followed.
- The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

Major Incident Procedure

These incidents include:

- a break in, burglary, or theft of personal or the setting's property.
- an intruder gaining unauthorised access to the premises.
- a fire, flood, gas leak or electrical failure.
- an attack on a member of staff or parent on the premises or nearby.
- any racist incident involving staff or family 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.
- the death of a child or adult, and
- a terrorist attack, or threat of one.
- We have ready access to telephone numbers for emergency services, including the local police.
- As we rent the premises from the Scouts, the group leader is responsible and there is a shared and known procedure for dealing with emergencies.
- In the event of a major incident in the area we would be told to evacuate the building by the emergency services. We would leave the building via the Fire Exits and follow the best route to the Fire Assembly Point or Rudgwick Primary School (RPS).
- The Supervisor would take the register, the Visitors Book, children's contact details and the First Aid Kit from the cupboard.
- All staff and children would assemble and follow procedures as for a fire drill.
- Each member of staff would be allocated a group of children, usually their keyperson group.
- It may be decided that we should leave the school premises and go to RPS the "safe place". In which case the children will hold hands in pairs and walk to RPS with members of staff positioned on roadside and at the front, back and spaced between the group.
- Once at RPS the Supervisor will report to the school office to let them know we have arrived and find out where we can wait.
- Parents will be phoned and informed what has happened and asked to collect their child from RPS.
- We keep a Reportable Incident Book, which would be used to record our Major Incidents, including those that are reportable to the Local Authority or Health and Safety as above.

- In the Reportable Incident Book, 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 unlikely event of a terrorist attack, we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety and Emergency Evacuation Policy will be followed and staff will take charge of their key children. 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 Reportable Incident Book is not for recording issues of concern involving a child. This is recorded in our Incident Book.

Education Inspection Framework

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

This policy was adopted at a meeting of

Rudgwick Pre-school

Held on

20th November 2025

Date to be reviewed

20th November 2027

Signed on behalf of the management
Committee

Laura Thornber

Name of signatory

Laura Thornber

Role of signatory

Chairperson

Legal framework

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (As amended)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- The Health and Safety (Enforcing Authority) Regulations 1998

Further guidance

- Education Inspection Framework: Education, Skills and Early Years (Ofsted 2019)
- Early Years Inspection Handbook for OFSTED Registered Provision (Ofsted 2019)
- RIDDOR Guidance and Reporting Form: www.hse.gov.uk/riddor
- Accident Record (Pre-school Learning Alliance 2019)
- Common Inspection Framework (CIF) Summary Record (Pre-school Learning Alliance 2016)
- Reportable Incident Record (Pre-school Learning Alliance 2015)