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| Pavilion Pirates Preschool  Baden-Powell Lodge,  Pavilion Road,  Off Woodhouse Lane,  Botley,  SO30 2EZ  Contact During Session:  07769177701 | ***Registered Charity:1185950***  **2001-2021**  **20 Years**  ***Registered with Ofsted***  ***Supported By***  ***small for partnership publications*** |

**6.3 Recording and Reporting of Accidents and Incidents**

**Policy Statement**

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.

**Procedures**

*Our accident book:*

* is kept in a safe and secure place;
* is accessible to our staff and volunteers, who all know how to complete it; and
* is reviewed at least termly to identify any potential or actual hazards.

*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 our premises;
* a serious accident or injury to, or serious illness of, a child in our care and the action we take in response (in line with Ofsted/Gov.UK dated 19 February 2020 Fact Sheet attached); and
* the death of a child in our care.
* 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. We report to the Health and Safety Executive:
* Any work-related accident leading to a serious injury to a member of the public (child or adult),
* 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.
* 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 Health and Safety Executive is provided in the Early Years Alliance's Accident Record publication.
* We have ready access to telephone numbers for emergency services. As we rent premises, we would report to the Hall Committee.
* 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 Lead Practitioner risk assesses the situation and decides if the premises are safe to receive children. Our Lead Practitioner, in conjunction with the Trustees, 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 a written account of 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 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; and
  + a terrorist attack, or threat of one.
* 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. The Hall Management Committee is also informed.
* 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 Lock-down Policy will be followed. 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.

**Education Inspection Framework**

* As required under the *Education Inspection Framework,* we maintain a summary 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) Regulations 1998
* The Health and Safety (Enforcing Authority)

**Further guidance**

* RIDDOR Guidance and Reporting Form: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)
* Education Inspection Framework: Education, Skills and Early Years (Ofsted 2023)

**6.3 Recording and Reporting of Accidents and Incidents**

**This policy was adopted by Pavilion Pirates Preschool CIO**

**On 21.07.2021**

**Date reviewed Every two years or as required**

**Signed on behalf of the provider**

**Name and Role of Signatory Linda Noble (Trustee/NI)**

**Signed on behalf of the provider**

**Name and Role of Signatory Helen Travers (Trustee)**

**REVIEW DATE 08.09.2025**