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| **Rainbow Pre-school Playgroup** **The Safeguarding and General Welfare Requirement:** **Safety and Suitability of Premises, Environment and Equipment,** Providers must ensure that their premises, outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose. |

**5.5 Recording and reporting of accidents and incidents**

(Including procedure for reporting to HSE, RIDDOR)

**Statement of Intent**

We follow the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (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.

**Methods**

*Our accident book:*

* is kept safely and accessibly;
* is accessible to all staff and volunteers, who know how to complete it; and
* is reviewed at least half termly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

*Dealing with incidents*

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

* any accident to a member of staff requiring treatment by a general practitioner or hospital; and
* 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 in our incident book. See below.

Information for reporting the incident to Health and Safety Officer is detailed in the Pre-school Learning Alliance's *Accident Record* publication.

*Our incident book*

* We have ready access to telephone numbers for emergency services, including local police.
* We keep an incident book for recording incidents including those that that are reportable to the Health and Safety Executive as above.
* These incidents include:
* break in, burglary, theft of personal or the setting's property;
* an intruder gaining unauthorised access to the premises;
* fire, flood, gas leak or electrical failure;
* attack on member of staff or parent on the premises or nearby;
* any racist incident involving staff or family on the centre's premises;
* death of a child, and
* 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, should also be 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 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.

**Legal framework**

* Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995)

**Further guidance**

RIDDOR Guidance and Reporting Form

**Other useful Pre-school Learning Alliance publications**

* Accident Record (2010)
* Incident Record (2009)
 **EYFS key themes and principles**

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| **A Unique Child** | **Positive Relationships** | **Enabling Environments** | **Learning and Development** |
| Every child is a unique child who is constantly learning and can be resilient, capable, confident and self assured. | Children learn to be strong and independent through positive relationships, | Children learn and develop well in enabling environments, in which their experiences respond to the individual needs and there is a strong partnership between practitioners and parents and carers. | Children develop and learn in different ways. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities. |

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| This policy was adopted at a Committee meeting of | Rainbow Pre-school |
| Date policy comes into place | September 12 |
| Signed on behalf of the Management Committee |  |
| Name of signatory |  |
| Role of signatory (e.g. Chair, Secretary) |  |
| Date to be reviewed | April 16 |
| Date reviewed managers signature | 29.4.15 C.Latter |