



Recording and Reporting Accidents and Incidents Policy

Policy Statement

Playhouse Pre-School is committed to providing a safe and secure environment for all children, including babies and younger children from 9 months of age, and for all staff, volunteers, parents and visitors.

We recognise that accidents and incidents can occur in an early years environment. We have procedures in place to ensure that accidents, injuries and incidents are dealt with promptly, appropriately and consistently, and that they are recorded and reported to parents/carers and relevant authorities where required.

Playhouse Pre-School follows the requirements of the Early Years Foundation Stage (EYFS) Statutory Framework for Group and School-Based Providers, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, and relevant Ofsted reporting requirements.

Child protection and safeguarding concerns are dealt with under the Safeguarding Children Policy and are not recorded solely as accidents or incidents.

Behavioural incidents are dealt with under the Behaviour Policy, although an accident or injury resulting from a behavioural incident will also be recorded and managed appropriately.

Recording accidents and injuries

All accidents and injuries involving children while in the care of Playhouse Pre-School are recorded appropriately.

Our accident records:

- are completed promptly following an accident or injury;
- are recorded on eyLog where appropriate;
- include the date, time and location of the accident or injury;
- record what happened and the nature of the injury;
- record any first aid or treatment provided;
- record the name of the person dealing with the accident or injury;
- record any action taken following the accident;
- are shared with the child's parent/carer on the same day, or as soon as reasonably practicable;
- are signed or acknowledged by the parent/carer where the recording system requires this;
- are stored securely and handled in accordance with our confidentiality and data protection procedures.

Staff are expected to report accidents and injuries to the manager or person in charge as soon as possible.

Parents/carers will be informed of any first aid treatment given to their child on the same day, or as soon as reasonably practicable.

First aid and emergency treatment

First aid will be provided by a suitably trained member of staff in accordance with the child's needs and the circumstances of the accident or incident.

Where necessary:

- emergency services will be contacted;
- the child will receive appropriate medical attention;
- parents/carers will be contacted without delay;
- relevant medical information and emergency contact information will be made available to those providing care;
- the incident will be recorded fully.

Staff will never delay contacting emergency services because they are waiting for a parent/carer to arrive.

Where a child is taken to hospital, the manager will consider whether the incident meets the threshold for notification to Ofsted and/or reporting under RIDDOR.

Review of accidents

Accident records are reviewed regularly by the manager to identify any patterns, recurring hazards or areas where additional preventative action may be required.

The review will consider:

- the type of accident or injury;
- the location where the accident occurred;
- the equipment or activity involved;
- the age and developmental stage of the child;
- whether similar incidents have occurred previously;
- whether additional supervision is required;
- whether a risk assessment needs to be reviewed or amended;
- whether changes to the environment, equipment or procedures are necessary.

Accident records will be reviewed at least half termly and more frequently where concerns or patterns are identified.

Where a recurring hazard is identified, appropriate action will be taken promptly.

Reporting serious accidents, injuries and illnesses to Ofsted

Playhouse Pre-School will notify Ofsted of any serious accident, injury or illness to, or death of, a child while in our care where notification is required.

Examples of serious accidents or injuries that may require notification include:

- a child requiring resuscitation;
- a child being admitted to hospital for more than 24 hours;
- a broken bone or fracture;
- dislocation of a major joint;
- loss of consciousness;
- severe breathing difficulties, including asphyxia;
- severe burns or scalding;
- other serious injuries specified by current Ofsted guidance.

Minor injuries, accidents and illnesses do not normally require notification to Ofsted.

The manager will refer to the current Ofsted guidance when deciding whether an incident is reportable. Where notification is required, it will be made as soon as reasonably practicable and within the required 14-day period.

RIDDOR

Playhouse Pre-School complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

RIDDOR applies to certain work-related accidents, injuries, occupational diseases and dangerous occurrences. Not every accident or injury that occurs at Playhouse Pre-School is reportable under RIDDOR.

Reportable injuries involving employees

Where a member of staff or other worker suffers a work-related injury, the manager will assess whether it meets the RIDDOR reporting requirements.

This includes:

- a death;
- a specified injury;
- an injury resulting in the worker being unable to carry out their normal work for more than seven consecutive days;
- certain diagnosed occupational diseases where the reporting criteria are met.

Over-seven-day injuries must be reported within 15 days of the accident.

Specified injuries and deaths must be reported without delay and within the RIDDOR timescale.

Reportable injuries involving children or other members of the public

An injury to a child or other member of the public may be reportable under RIDDOR where the person is taken directly from the scene of the accident to hospital for treatment as a result of the injury, subject to the RIDDOR reporting criteria.

A hospital appointment, outpatient appointment or later referral does not automatically mean that an accident is reportable under RIDDOR.

The manager will check the current HSE guidance where there is any uncertainty about whether an accident is reportable.

Dangerous occurrences

Certain dangerous occurrences must also be reported under RIDDOR, even where no one is injured.

Examples may include specified events such as:

- certain fires, explosions or electrical incidents;
- specified structural or equipment failures;

- certain releases of substances;
- other dangerous occurrences defined within RIDDOR.

The manager will refer to the current HSE RIDDOR guidance when determining whether an event meets the definition of a reportable dangerous occurrence.

Making a RIDDOR report

RIDDOR reports will normally be submitted online through the Health and Safety Executive.

The manager will ensure that any required report is made within the appropriate legal timescale and that a record of the report is retained.

Recording incidents

Playhouse Pre-School maintains an incident record for significant non-accident events and emergencies.

Incidents may include:

- burglary, break-in or theft;
- unauthorised access or an intruder entering the premises;
- fire;
- flood;
- gas leak;
- significant electrical failure;
- significant environmental or premises-related emergency;
- an attack or serious threatening behaviour towards a member of staff, parent/carer or visitor;
- a significant racist or discriminatory incident;
- a significant security incident;
- a death on the premises;
- a terrorist attack or credible threat;
- any other significant event requiring a coordinated emergency response.

The incident record will include, where appropriate:

- the date and time;
- the location;
- what happened;
- who was affected;
- immediate action taken;
- emergency services or other agencies contacted;
- any reference or crime number;
- parents/carers contacted, where appropriate;
- any follow-up action required;
- any changes required to risk assessments or procedures.

Emergencies at our premises

Playhouse Pre-School operates from premises rented from Longmeadow Primary School.

The setting will ensure that staff have access to appropriate emergency contact details and that there is a clear procedure with the school regarding significant emergencies affecting the premises.

Emergency procedures will be followed in accordance with the relevant Playhouse Pre-School policies, including:

- Fire Safety and Emergency Evacuation Policy;
- Lockdown Procedure;
- Health and Safety Policy;
- Safeguarding Children Policy;
- Emergency Closure Procedure.

Where an incident affects the safety or suitability of the premises, the manager will liaise with the school as landlord/premises provider and with the relevant emergency services or authorities as appropriate.

Serious incidents and Ofsted notifications

Playhouse Pre-School will notify Ofsted of significant events where required by current Ofsted requirements.

Significant events should be notified as soon as reasonably possible and no later than 14 days from the date of the event where notification is required.

The manager will consider whether an incident also requires notification to:

- Hertfordshire Safeguarding Children Partnership;
- the police;
- the Health and Safety Executive;
- the local authority;
- insurance providers;
- other relevant agencies.

Where an incident involves a safeguarding concern, the Safeguarding Children Policy and local safeguarding procedures will be followed.

Death of a child

In the extremely unlikely event of the death of a child while in our care:

- emergency services will be contacted immediately;
- staff will follow the instructions of the emergency services;
- the child's parents/carers will be contacted in accordance with emergency-service advice;
- the manager will notify the appropriate authorities and Ofsted;
- safeguarding procedures will be followed;
- staff will record the incident accurately;
- no member of staff will make public statements or share information about the incident without authorisation.

The manager will seek advice from the relevant safeguarding and regulatory authorities regarding any further action required.

Terrorist attack or serious security incident

In the unlikely event of a terrorist attack or serious security threat, Playhouse Pre-School will follow its emergency procedures and the instructions of the emergency services.

Depending on the circumstances, this may include evacuation, lockdown, moving children to a place of safety, providing first aid and contacting parents/carers.

Staff will not place themselves or children at unnecessary risk and will follow the setting's Lockdown Procedure and emergency instructions.

The incident will be recorded and reported to the appropriate authorities where required.

Safeguarding concerns

The accident and incident recording system must not be used as a substitute for safeguarding procedures.

Where an injury, accident, incident or disclosure raises a concern about possible abuse, neglect or harm, staff must immediately follow the Safeguarding Children Policy and report the concern to the Designated Safeguarding Lead.

Information relating to safeguarding concerns will be recorded in accordance with the setting's safeguarding procedures and stored securely.

Confidentiality and information sharing

Accident and incident records contain confidential information and will only be accessed by staff who need the information for their role.

Information will be shared with parents/carers and relevant professionals where appropriate and in accordance with safeguarding, confidentiality and data protection requirements.

Records will be retained securely in accordance with Playhouse Pre-School's record-keeping and data protection procedures.

Monitoring and review

The manager is responsible for ensuring that:

- staff understand how to record accidents and incidents;
- accident and incident records are completed appropriately;
- parents/carers are informed when required;
- records are reviewed regularly;
- risk assessments are updated where necessary;
- Ofsted notifications are made when required;
- RIDDOR reports are made where legally required;
- staff receive appropriate training and guidance.

This policy will be reviewed annually or sooner where there are changes to legislation, statutory guidance, Ofsted requirements or the needs of children attending Playhouse Pre-School.

This policy was agreed by the staff of Playhouse Pre-School Broadwater.

Adopted on 24th April 2015 and will be reviewed annually.

Reviewed on 29th September 2026 by Z. Munford