**RECORDING AND REPORTING OF ACCIDENTS AND INCIDENTS POLICY.**

At Cowling Preschool we ensure that outdoor and indoor spaces are safe and suitable for their purpose and reduce and eliminate accidents and incidents.

**Policy Statement.**

We follow the guidelines if 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 regard as incidents and there are separate procedures for this.

**Procedures.**

Our accident book:

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

Ofsted is notified of any injury requiring treatment by a G.P. or hospital doctor of the death of a child or adult, and we will make a report to the Health and Safety Executive using the format for RIDDOR. We also report any dangerous occurrences such as an event that causes injury or fatalities, or one that does not cause an accident but could have done, such as a gas leak.

Our Incident Book.

* We have readily accessible telephone numbers for emergency services, including local police. We have access to the person responsible for the premises, for gas and electrical emergencies, carpenter and plumber.
* We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive. These incidents include:
	+ Break in, burglary, theft of personal or the setting’s property;
	+ An intruder gaining unauthorised access to the premises;
	+ Fore, flood, gas leak, or electrical failure;
	+ Attack on a member of staff or family on the premises or nearby;
	+ Any racist incident involving staff or family on the premises;
	+ Death of a child; and
	+ A terrorist attack or a threat of one.
* In the incident book we record the date and time of the incident, nature of 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 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 those 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.

**This policy was adopted on .………………………………….......**

**Date to be reviewed ...…………………………………….**

**Signed on behalf of the management committee …………………………………………**

**Name of signatory …………………………………………**

**Role of signatory (e.g. Chair/owner) …………………………………………**