



## **Incident Policy**

### **Purpose of Policy**

The purpose of this policy is to ensure that when an incident occurs in Snuggle Bunnies Childcare (Nursery) that appropriate action is taken, and accurate information is recorded and communicated. An incident is classed as an occurrence which may under certain circumstances cause an injury to one or more persons.

### **Who is Responsible?**

It is the responsibility of every member of staff to ensure that incidents are dealt with in a timely manner. It is the responsibility of the manager to ensure that all members of staff have knowledge of incident management and knowledge of the security policy and procedure for Snuggle Bunnies Childcare. It is the responsibility of the member of staff who has dealt with the incident to write the Incident report and ensure that it is signed by the parent/carer of the child/children involved and filed securely at the same time.

### **How is the Policy is implemented?**

The codes of conduct for staff, children and parents and carers are displayed on the setting notice board or information area.

The Behaviour Management policy and procedure can be found on the website or in the setting, ask the childminder.

Any incidents which may cause harm to one or more persons must be dealt with in a timely manner and recorded appropriately.

Incidents are divided into minor incidents and major incidents. Minor incidents are classified as incidents which whilst they may require first aid, do not require medical or external assistance from other professionals. Major

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### **Minor Incidents**

If the incident is minor and does not require medical or external assistance the member of staff should address the incident using the approved methods of the setting and complete an Incident record report, this record will be signed by the member of staff who dealt with the incident and by the parent or carer of the child.

If the incident is minor but first aid is required, the first aider will assess the situation and administer first aid as required. A member of staff will complete the incident record and assist in the completion of the accident record report. The parents or carers of the child or children involved in the incident should be contacted and informed of the incident. The parents/carers should also sign the completed accident and incident records when they arrive to collect their child.

### **Serious Incidents and Injuries**

If the incident is serious and medical treatment or external authorities are involved a member of staff should call the appropriate authorities immediately, if medical treatment at the hospital is required a member of staff will accompany the child to the hospital in an ambulance. The child's registration form containing medical information should accompany them to the hospital. A member of staff should inform the parent or carer of the child (or an emergency contact) immediately and inform them of the Incident and what action has been taken. In some extreme cases the member of staff may also be required to contact the police if this is the case the parents or carers will inform the parents or carers that this has been done and the reasons for this.

### **Recording Incidents**

All Incidents, however minor must be recorded in the Incident book. The Incident report should include the following:

- Name of child or adult
- Date of birth
- Date and time of incident

- Name of witness/adult present, write what you observed, what you said or did or what concerns were reported to you
- Place incident occurred
- Description of incident observed adult/child behaviour that gives you cause for child protection concerns
- How you staff dealt with incident
- Conditions of child following the incident
- If parent was contacted
- Name of parent contacted and time
- How parent was contacted
- Other comments
- You must sign and date your statement
- Highlight on the body map (**see Appendix C**)
- Report your concerns immediately to the lead practitioner (DSL) and/or manager
- In the event of an accident complete the accident record form (**see Appendix C**) Refer to the Child Protection & Safeguarding Policy.

The DSL or person in charge is responsible (childminder) for informing the Local Authority Designated Officer (LADO), where there is an allegation made against a member of staff or volunteer, working in the setting. **Brent Family Front Door 020 8937 4300, Local Authority Designated Officer (LADO) (brent.lado@brent.gov.uk) and Ofsted 0800 123 1234. This information should be reported as soon as reasonably practicable at the latest within 14 days.**

If the Manager or any Designated Safeguarding Officer (DSL) is the subject of the allegation the person making the allegation should be discrete and refer directly to Brent Family Front Door **Brent Family Front Door 020 8937 4300**. If you find that the member of staff is unsuitable to continue working in the setting, the employer has the legal duty to make a referral to the Disclosure and Barring Service.

Information for the childminder (manager) can be found at:

<https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>

The child's parent or carer must sign the Incident record and any incidents which required hospital treatment or external influence from authorities such as the police.

<b>Last Updated/Reviewed On:</b>	<b>SIGNITURE</b>
24.5.2020	O. Morgan
27.11.20	C. Morgan
10.04.2021	C. Morgan