



## Incident procedure policy

*This policy will be reviewed on an annual basis*

**Aim:**

To keep children, early years educators, students, visitors and parent/carers safe from harm. All incidents and near misses will require documentation.

Using either the parent reporting incident form or standard incident form the early years educator must:

### **Pippins work accident**

- Complete incident form immediately and verbally inform the manager with the name of the Early Years Educator completing the form and name of child/children involved.
- If children are involved in an incident the name of the parent/carers child should be on the form. Any other children involved should have their initials on the form back to front for confidentiality (refer to our confidentiality policy), after the parent/carer has signed it.
- Verbally inform the manager and the person releasing so the form can be signed. Any incident should be recorded on the white board and register with the children's initials to remind early educators it needs to be signed.
- If all early years educators need to be aware of the incident add this to the weekly email.
- In the absence of the Manager the Deputy or Room Leader must telephone immediately if severe or if a milder incident at next session- definitely within 12 hours.
- Management trustee directors to be informed on discretion of manager or deputy.
- Management trustee directors to ensure follow up action has been implemented within one week of incident.
- Its the early years educator who completes the incident forms responsibility to get the parent/carer to sign the form or make sure it has been signed (if another early years educator has been asked to get it signed on your behalf)
- If required, authorised personnel will view CCTV in accordance with Confidentiality, GDPR, Surveillance and CCTV policy.

### **Parent incident**

- Early Years Educator to complete parent incident form and follow the same procedure as above.

This policy was adopted at a meeting of Pippins Pre-school and nursery

Held on Wednesday 20<sup>th</sup> October 2021

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. chairperson etc.)

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*Amy B*  
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21/10/21  
**Chairperson**

Commenced 2009- Revised 20.10.2021