



Incident procedure policy

Aim:

To keep children, playleader, playworkers, students, visitors and parent/carers safe from harm.

Using either the parent reporting incident form (green) or standard incident form (white) the playleader or playworker must;

Kidz Star Club work accident (white form used)

- Complete incident form immediately with the name of the playleader or playworker 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.
- Advise playleader, deputy, manager and the person releasing so the form can be signed. Any incident should be recorded on the register to remind playleader/playworkers it needs to be signed.
- If all playleaders/playworkers need to be aware of the incident a memo should be completed.
- Playleader to advise manager immediately by telephone if severe or 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 playleader/playworker 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)

Parent incident (green form used)

- Playleader/playworker 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 Thursday 22nd October 2020

Signed on behalf of the Management Trustee Directors

A handwritten signature in blue ink that reads "Bob Mackenzie". The signature is written in a cursive style with a clear, legible font.

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

Chairman

Commenced 2009 - Reviewed 22.10.2020