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 informs the manager with the name of the Early Years Educator completing the form and name of child/children involved. Document in child's chronology.
- If children are involved in an incident the name of the parent/carer's 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 management so the form can be signed. Any incident should be recorded in the handover book and register with the children's initials to remind early educators it needs to be signed.
- If all early year's educators need to be aware of the incident add this to the weekly email or use Pippins group chat informing staff to read the chronology.
- In the absence of the Manager the Deputy or Assistant manager must telephone immediately if severe.
- 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.
- 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 30th September 2026

Signed on behalf of the Management Trustee Directors

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

Commenced 2009- Revised 30.09.2026