

# Safeguarding and Welfare Requirement: Health

## Recording and reporting of accidents and incidents

### Policy statement

We are committed to providing a safe, well-supervised environment and take all reasonable steps to prevent accidents and incidents. When accidents or incidents occur, we follow statutory requirements for recording, responding, and reporting in line with:

- RIDDOR 2013
- Health and Safety at Work Act 1974
- EYFS 2024/25
- Ofsted reporting requirements
- Local Safeguarding Partnership procedures (Bromley)

Child protection concerns, allegations against staff, or behaviour-related concerns are not recorded as accidents or incidents and are instead managed under our Safeguarding and Behaviour policies.

### Recording Accidents and Incidents

All accidents and incidents are recorded on our secure online system Baby's Days.

Baby's Days system features

- Secure password-protected staff logins
- GDPR-compliant storage
- Immediate notification to parents
- Body-maps and accident forms
- Management access for auditing

Staff requirements

- All staff are trained to complete digital records promptly and accurately.
- All accidents/incidents must be logged on the same day, ideally immediately.
- Management reviews all entries to ensure accuracy, follow-up and safeguarding oversight.

Monitoring patterns and risks

- The manager reviews all Baby's Days accident and incident data half-termly to identify repeated patterns, hotspots, environmental risks, or supervision concerns.
- Any identified risks are added to the risk assessment review log and acted upon.

### Reporting Requirements

#### **A. Reporting to Ofsted**

Ofsted must be notified as soon as possible and within 14 days of:

- A serious accident to a child (e.g. fractures, loss of consciousness, injuries requiring hospital treatment).
- The death of a child while in our care.
- Serious illness of a child while in our care.
- Food poisoning affecting two or more children in our setting.

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Notifications are made through the Ofsted online portal.

### **B. Local Authority / Safeguarding Reporting**

- Serious injury or death of a child is reported to the Bromley Local Authority Children's Services immediately.
- If there is any indication of non-accidental injury or safeguarding concern, we follow our Safeguarding Policy and contact the Bromley Multi-Agency Safeguarding Hub (MASH) for advice.

### **C. RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)**

We meet statutory requirements to report certain events to the Health and Safety Executive (HSE) via RIDDOR.

We report to RIDDOR if:

For children or members of the public:

- Any work-related accident results in the child being taken directly from the setting to hospital for treatment.

For employees:

- A specified injury, such as:
  - Fractures (except fingers/toes)
  - Loss of consciousness
  - Amputation
  - Serious burns
  - Any injury requiring resuscitation or hospital admittance
- An injury leading to over 7 days' incapacity for work.
- An incident causing over 3 days' incapacity is recorded in our accident book (but not reportable unless it exceeds 7 days).
- A staff member develops a reportable occupational disease listed by the HSE.

Dangerous Occurrences:

We report any event that could have caused serious harm, for example:

- Gas leaks
- Electrical failures
- Structural collapse
- Fire/explosion
- Equipment malfunction with serious risk

All dangerous occurrences are also recorded internally.

### **Incident Records**

We keep a separate Incident Record on Baby's Days for recording major or non-accident events such as:

- Break-ins, burglary, or theft

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- Intruders gaining unauthorised access
- Fire, flood, gas leak, power failure
- Racist incidents or discriminatory behaviour
- Violence or assault (child or adult)
- Threat or actual terrorist incident
- Major environmental hazards
- Public disorder in the vicinity
- Notifiable disease or two or more cases of food poisoning

Each incident record includes:

- Date and time
- Description of what happened
- Staff and children involved or affected
- Actions taken
- Any emergency services involved and reference numbers
- Follow-up actions and risk assessment updates
- Any insurance claims made

Witness statements are taken where appropriate.

### **Emergency Response to Incidents**

- Emergency services are contacted immediately if needed.
- If an incident occurs before opening, the manager conducts a dynamic risk assessment to decide whether the premises can operate safely.
- If an incident occurs during opening hours, evacuation procedures follow the Fire Safety & Emergency Evacuation Policy, including staff accountability for key children.
- Families are informed promptly if children are affected or if the setting must close.

### **Child Death (Extremely Rare)**

In the tragic event of a child dying on the premises:

- Emergency services are called immediately.
- Staff follow police/medical advice without exception.
- Ofsted and the Local Authority are notified immediately.
- Records are completed factually and sensitively.
- Staff are supported following trauma and safeguarding procedures.

### **What We Do Not Record in the Incident Category**

The Baby's Days "incident" section must not be used for:

- Safeguarding concerns
- Allegations against staff
- Behaviour concerns

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- SEND-related behavioural episodes

These are recorded in the child's confidential safeguarding/behaviour file under correct procedures.

### Inspection Requirements

Under the Education Inspection Framework (EIF):

We retain records of:

- All accidents
- All incidents
- Exclusions (if any)
- Children taken off roll
- Behaviour incidents and discriminatory incidents
- Complaints and outcomes

These are available for Ofsted on request.

### Policy Review

This policy is reviewed:

- Annually
- After any significant accident or incident
- After new guidance or legislation
- Following Ofsted feedback or Local Authority advice

### Legal and Statutory References

- RIDDOR 2013 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- EYFS Statutory Framework 2024/25
- Education Inspection Framework (EIF) 2023-2025
- HSE Guidance ([www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor))
- Local Authority (London Borough of Bromley) Health & Safety and Safeguarding advice