



# The Burrow

## Policies and Procedures

### 2. Health



The Burrow is committed to Safeguarding and Promoting the Welfare of Children and Young People and expects all staff, students and volunteers to do the same. Safeguarding children is everyone's responsibility.

## 2.2 Accidents and Incidents

### Policy statement

We follow guidance from Incident Reporting in Schools (HSE, RIDDOR 2013) (App 2.2) and the EYFS Statutory Framework (DfE 2021) (App OS3), for the reporting of accidents and incidents.

There are separate procedures in place for managing behavioural issues between children (Promoting Positive Behaviour policy), and child protection matters (Child Protection Policy)

### Procedures

#### *Accident file:*

- An Accident and Existing Injury Record (App 2.2a) is used to record any minor injury not reportable to the organisations below
- On collection, the accident is explained to parents who are then asked to sign the record
- Injuries to children/staff noticed when they arrive at nursery are recorded on an Accident and Existing Injury Record and signed by parents
- the accident file is
  - kept in a safe and secure place
  - accessible to our staff, who all know how to complete the forms
  - discussed as they occur to identify any potential or actual hazards
  - reviewed every half term to identify any areas of repeated accident/incident

#### *Reporting serious accidents and incidents*

- The Surrey Family Services/Supporting Children Team (SFSSCT) is informed of any serious accident or incident to a child, or the death of any child while in our care, and we will act on any advice given, including reporting to other agencies
- Ofsted is notified as soon as possible, but within 14 days, in the event of serious accident or incident, as listed in Accidents and Incidents Notifiable to OFSTED (App 2.2b)
- We have ready access to telephone numbers for emergency services and Children's Services, as well as contact numbers for the gas and electricity emergency services, and a carpenter and plumber
- We ensure that our staff know and follow all health and safety procedures to minimise risk and manage emergency situations
- If an incident occurs before any children arrive, the manager assesses the risk of this situation and decides if the premises are safe to receive children. The manager may decide to offer a limited service or to close the setting

- Where an incident occurs whilst the children are in our care and it is necessary to evacuate the premises/area, we follow the procedures in our **Emergency Evacuation Procedures (App 2.8a)** or, when on an outing, the procedures identified in the risk assessment for the outing
- If necessary Emergency Services are called, and we follow their advice with regard to evacuation and medical aid. The incident is recorded when the threat is averted.
- In the case of any child protection matters, we follow our **Safeguarding Procedures (App 1.2a)**

**Signed:** *L.B. Mee*

**Name:** Lynn Mee

**On behalf of The Burrow Nursery**