Beetley and District Preschool

Registered Charity: 1181636

Part 4 – Incident and Emergency Management

Policy 4.1 – Accident, Incident and RIDDOR

Purpose of this Policy

Beetley & District Preschool is committed to ensuring the health, safety and wellbeing of all children, staff, volunteers, visitors and contractors. This policy sets out the procedures for recording, reporting and reviewing accidents, incidents and near misses, and outlines when statutory reporting is required.

This policy should be read in conjunction with the Health & Safety Policy Statement and related health and safety and safeguarding documents.

Definitions

For the purpose of this policy:

- **Accident** refers to an unplanned event that results in injury.
- **Incident** refers to an unplanned event that may not result in injury but has the potential to cause harm.
- **RIDDOR** refers to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Recording Accidents and Incidents Involving Children

All accidents and incidents involving children that occur on the premises or during preschool activities are recorded promptly and accurately.

In practice this means:

- Accidents and incidents are recorded on the Famly app on the same day.
- Parents and carers are informed of accidents and incidents on the day they occur.
- Records include details of the incident, action taken and any first aid administered.
- Parents and carers are asked to acknowledge accident records via Famly.

Accident records are monitored by the Manager and Health & Safety Lead to identify patterns or recurring concerns.

Accidents Occurring Outside of the Setting

Where a child arrives at preschool with an existing injury sustained outside of the setting, this is recorded on an Accident Form and stored securely within the Designated Safeguarding Lead (DSL) file.

This ensures transparency and safeguards both the child and the setting.

Accidents and Incidents Involving Staff, Volunteers and Visitors

Accidents and incidents involving staff, volunteers or visitors are recorded on an Accident Form and retained securely.

- Staff accident records are stored within the individual's personnel file.
- Visitor accident records are stored securely in line with data protection requirements.

Appropriate action is taken to reduce the risk of recurrence.

First Aid

First aid is administered by trained staff in accordance with current first aid guidance and EYFS requirements.

- All first aid administered is recorded.
- Parents are informed when first aid has been given to their child.
- First aid records are reviewed regularly as part of health and safety monitoring.

RIDDOR Reporting

Certain serious accidents, injuries, diseases and dangerous occurrences are reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).
Where required:

- The Manager or Committee Chair will ensure that reports are submitted to the Health and Safety Executive (HSE) within statutory timescales.
- Records of RIDDOR reports are retained securely.

The Committee is informed of any RIDDOR report as part of governance oversight.

Ofsted Notification

Ofsted will be notified of any significant events, accidents or incidents in line with the EYFS statutory framework.
This includes events that may affect the suitability of the setting, staff or the welfare of children.

Safeguarding Considerations

Where an accident or incident gives rise to a safeguarding concern, safeguarding procedures are followed immediately.

Accident and incident records may be shared with the Designated Safeguarding Lead and external agencies where required, in line with safeguarding and data protection legislation.

Monitoring and Review

This policy is reviewed annually, or sooner if required due to changes in legislation, guidance or practice.

Related Policies and Documents

This policy should be read in conjunction with:

- Health & Safety Policy Statement
- Duties and Responsibilities of the Committee and Health & Safety Lead
- Responsibilities of Staff, Visitors and Contractors
- Risk Assessment Summary
- Fire Safety & Emergency Evacuation
- First Aid & Hygiene
- Safeguarding Policy
- EYFS Safeguarding and Welfare Requirements

Policy reviewed on: 1st March 2026
Next review due: 1st March 2027
Reviewed by: Hollie Durrant and Julie East

Date:	Review Date:
Signed: Print Name: (Chairperson)	Signed: Print Name: (Manager)