

MATLOCK PRE-SCHOOL PLAYGROUP

INCIDENT POLICY

Woolley Road Site

Significant incidents that happen during the pre-school session are recorded on an incident sheet (black file) which can be found in the locked drawer of the small filing cabinet. All previous incidents reported by a parent or enquired about by a member of staff will be recorded on a previous incident sheet, which can be located in the same file.

Tin Hut Smedley Street Site

Significant incidents that happen during the pre-school session are recorded in an incident book (kept in the filing cabinet) which can be found with the accident book. All previous incidents reported by a parent or enquired about by a member of staff will be recorded on a previous incident sheet, which can be located in the same file.

Incident Book

We keep an Incident Book for recording incidents including those that are reportable to the Health and Safety Executive.

These incidents include:

- Break in, burglary, theft of personal or the setting's property
- Fire, Flood, gas leak or electrical failure
- Attack on any member of Staff or parent on the premises or nearby
- Any racist incident involving any Staff or family member/carer on Playgroup's operational premises

- Death of a child
- A terrorist attack or threat of one
- Incidents between children

In the Incident Book we record the date and time of the incident, the nature of the event, who was affected, what was done about it – or if it was reported to the police, and if so a crime number, Any follow up, or insurance claim made, should also be recorded.

Relevant parents/carers are informed of the incident and asked to sign the Incident Book.

In the unlikely event of a child dying on the premises by any means, the emergency services are called and the advice of these services followed.

We inform Ofsted if the above should happen.