

TinyTots Nursery

Incident and Significant Events Policy

Policy Statement

TinyTots Nursery is committed to providing a safe, secure and nurturing environment where children can learn, develop and thrive. We recognise that incidents may occur and have procedures in place to ensure they are managed promptly, appropriately and in accordance with statutory guidance.

This policy has been developed in line with:

Early Years Foundation Stage (EYFS) Statutory Framework

Working Together to Safeguard Children

Keeping Children Safe in Education (where applicable)

Childcare Act 2006

Health and Safety at Work Act 1974

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Ofsted requirements for registered early years providers.

Management Responsibilities

The nursery management team is responsible for ensuring that all incidents are managed appropriately.

Nursery Managers

Gina Kalis

Zara Domachowski

Designated Safeguarding Lead (DSL)

Zara Domachowski

In the absence of the DSL one of the Nursery Managers will ensure immediate safeguarding action is taken until the DSL is available.

Definition of an Incident

An incident is any unexpected event that affects, or has the potential to affect:

the health or safety of a child

staff

visitors

the nursery environment

safeguarding or child protection

the safe operation of the nursery.

Examples include:

accidents requiring medical attention

significant injuries

safeguarding concerns

missing child incidents

allegations against staff

aggressive or violent behaviour

serious illness

medication errors

fire or evacuation

gas leaks

security breaches

unauthorised persons entering the nursery

infectious disease outbreaks

damage to the premises

serious behavioural incidents.

Immediate Response

Staff must:

remain calm

ensure all children are safe

administer first aid if required

call emergency services (999) where necessary

inform the Nursery Manager immediately

notify the Designated Safeguarding Lead if safeguarding concerns arise

reassure children and staff.

Recording Incidents

Every significant incident will be recorded on the nursery Incident Report Form.

Records must include:

date

time

location

names of those involved

factual description of events

injuries sustained

witnesses

action taken

person completing the report

management signature

parent/carer signature where appropriate.

Records will be stored securely in accordance with UK GDPR and Data Protection legislation.

Informing Parents

Parents or carers will be informed:

as soon as reasonably practicable

immediately where emergency medical treatment is required

before collection whenever possible

in writing for significant incidents.

The nursery will communicate honestly and professionally while maintaining confidentiality for all parties.

Safeguarding Incidents

Where an incident raises safeguarding concerns:

Zara Domachowski (DSL) must be informed immediately.

Appropriate safeguarding procedures will be followed.

Children's Social Care and other agencies will be contacted where required.

Detailed safeguarding records will be maintained separately from general records.

If a concern relates to a member of staff, the Local Authority Designated Officer (LADO) procedures will be followed.

Serious Accidents and Injuries

Where a child or adult sustains a serious injury:

First Aid will be administered.

Emergency services will be contacted where appropriate.

Parents/carers will be informed immediately.

The area will be made safe.

The incident will be investigated.

RIDDOR reporting requirements will be followed where applicable.

Missing Child

If a child cannot be located:

Immediate search of the premises.

Inform Nursery Manager.

Call parents/carers.

Contact Police if the child is not located immediately.

Notify Ofsted where required.

Complete a full investigation.

Review procedures to prevent recurrence.

Allegations Against Staff

All allegations will be taken seriously.

The Nursery Manager or DSL will:

- ensure the child's immediate safety
- follow safeguarding procedures
- contact the Local Authority Designated Officer (LADO)
- inform Ofsted where required
- maintain confidentiality
- cooperate fully with external investigations.

No internal investigation will compromise any external investigation.

Behaviour Incidents

Where challenging behaviour presents a risk:

Staff will:

- use positive behaviour strategies
- remove children from immediate danger where necessary
- use de-escalation techniques
- never use corporal punishment
- record significant behavioural incidents
- work with parents to develop behaviour support strategies.

Medical Emergencies

Staff will:

administer first aid

contact emergency services where required

contact parents immediately

follow children's care plans

record all actions taken.

Fire, Flood or Emergency Evacuation

In the event of an emergency:

Activate emergency procedures.

Evacuate safely.

Take registers.

Account for every child, staff member and visitor.

Contact emergency services.

Notify parents if required.

All evacuations will be recorded.

Reporting to Ofsted

The Nursery Managers are responsible for notifying Ofsted of any significant event that affects:

the suitability of the registered provider

safeguarding concerns

serious accidents

serious injuries

deaths

significant events affecting the safe running of the nursery

Notifications will be made within the statutory timescales.

Investigation

Following every significant incident, management will:

establish facts

identify root causes

review risk assessments

identify learning points

implement improvements

communicate outcomes where appropriate.

Confidentiality

All incident information will remain confidential and shared only with those who have a legitimate professional need to know.

Records will be stored securely in line with data protection legislation.

Staff Responsibilities

Every member of staff must:

understand this policy

report incidents immediately

- complete accurate records
- cooperate with investigations
- attend relevant training
- maintain confidentiality
- prioritise children's welfare at all times.

Failure to report an incident may result in disciplinary action.

Monitoring

The Nursery Managers will:

- review incident records regularly
- identify patterns or trends
- update risk assessments
- ensure appropriate staff training
- review this policy annually or sooner if legislation changes.

Policy Approval

Nursery: TinyTots Nursery

Nursery Managers:

Gina Kalis

Zara Domachowski

Designated Safeguarding Lead (DSL):

Zara Domachowski

Policy Review Frequency: Annually or sooner if legislation or statutory guidance changes.

Next Review Date: July 2027