**Principle**

Little Buds Playgroup will keep children and staff safe while in the playgroup. Although we meet all the standards set out by Social Services, there may be times when something happens beyond our control.

**Policy**

This policy has been put in place to inform staff and parents the steps that we take to deal with matters that may result in endangering the premises, contents or persons within the setting.

**Procedures**

**Dealing with incidents**

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

* Any accident to a member of staff requiring treatment by a general practitioner or hospital; and any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
* Any dangerous occurrence is recorded in our incident book. See below.
* Information for reporting the incident to Health and Safety Officer is detailed in the Early Years and Childcare’s Accident Record publication.

Our incident book:

We have ready access to telephone numbers for emergency services, including local police. We inform the Head of Childcare and the campus facilities manager of any incidents.

We keep an incident book for recording incidents including those that that are reportable to the Health and Safety Executive as above.

These incidents include:

* break in, burglary, theft of personal or the setting's property
* an intruder gaining unauthorised access to the premises
* Fire, flood, gas leak or electrical failure
* An attack on member of staff or parent on the premises or nearby
* any racist incident involving staff or family on the centre's premises
* death of a child
* a terrorist attack, or threat of one.

In the incident book we record the date and time of the incident, 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.

In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.

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

The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

Legal framework

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995)

Further guidance

RIDDOR Guidance and Reporting Form www.hse.gov.uk/riddor/index.htm

**Monitoring**

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by Little Buds Playgroup management team.

Signed:…………………………………………………………………………………

(on behalf of the management team)

Position: ………………………………………………………………………………

Date: …………………………………………………………………………………..

Reviewed on:

Date:……………… Signed:…………………………………………..

Date:……………… Signed:…………………………………………..

Date:……………… Signed:…………………………………………