

Incidents

Category: Early Years

Risk Management and Legal Implications

Failure to manage risk may impact on the delivery of Service objectives and the outcomes achieved by Service users. Education and Children’s Services aim to mitigate the implications by ongoing management and review of risk in all elements of work activity.

The production of this document is one way in which we aim to reduce our exposure to risk. By providing staff with information on good practice, making reference to other guidance that is available across the Council and providing clarity on how we should do things, we can ensure that the management of risk is intrinsic to what we do.

Version Control:

Document Owner	Version	Date of Publication	Date of Next Review
Clark Graham	1.0	26/06/2020	26/06/2022
Clark Graham	2.0	10/10/2022	10/10/2024
			01/10/2026



Incidents

From time to time within the nursery day you will be aware of incidents which involve inappropriate or unsafe behaviour or inappropriate language. These are incidents which require further monitoring and should be recorded in the Incident Logbook.

A record of incidents is kept and is signed by the witness and shared with parents/carers who also sign the form. The parents/carers of both the child who has been 'hurt' and the child involved should be given a copy of the incident form, where appropriate, and asked to sign the form. Children's names should be kept confidential. These will be collated and monitored regularly by a senior member of staff.

Any bumps to the head must be reported to the parents/carers immediately in order that the child can be monitored and checked regularly.

Where there is a pattern of recurring behaviour the staff team should in the first instance plan some course of action. This should be recorded within their daily/weekly plan and monitored closely. Hopefully, the behaviour will cease or moderate. In the event of the behaviour continuing this should be discussed with the parent/carer.

If necessary, the Headteacher will call a meeting to bring everyone together to discuss the issues and agree a plan of action. The meeting will be minuted and a review date agreed.

All serious incidents must be reported on First Contact and recorded electronically. This applies whether there is an absence resulting from the accident or not. Where appropriate, it may be necessary to report an incident to the Care Inspectorate and this should be done as soon as possible.

Health & Social Care Standards My Support, My life:

1.4, 1.8, 3.11, 3.25, 4.11, 4.14, 4.27, 5.4, 5.17