Incident Procedure

Safeguarding and Welfare Requirements / 3.4, 3.5, 3.6, 3.7, 3.8, 3.50, 3.51, 3.73

A **Nursery / Home Incidents** book is available at Skylark Day Nursery. To maintain confidentiality all logs should be recorded separately on different pages. This book is to document any incidents that cannot be described as an accident.

If a child arrives at the setting with a recent injury that occurred at home (such as a cut, bump, or burn) this must be written up in the **Home Incidents** section, with the parents' account of the injury, signed by the parent before leaving the child. Professional discretion must be used regarding this. If the injury is noticed when the parent has left, the parent must be called and countersign the entry when they come to collect their child.

Any incident involving **one child harming another child** will be documented in the **Nursery Incidents** section of the book.

- **The child who caused the incident will need to be documented in the incident book and signed by the parent/carer.**
- **The child who was harmed should have a record of this written up in the accident book and their parent needs to sign this.**

Incidents could include biting, pinching, pulling hair, hitting, kicking, spitting etc. (this is not a definitive list).

If one child has caused an injury to another child, we will explain the nature of the injury caused and how we dealt with the incident. We will not name the child on either form, in accordance with our confidentiality policy, and parents should not ask for this information as educators are not permitted to discuss a child with another parent.

The manager will need to sign a confirmation of the entry.

Any serious incidents need to be brought to the attention of the manager immediately and recorded in the manager's book. For example, unreported markings on a child, a child verbalising something unusual or displaying unusual behaviour.

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This information is confidential and documented information must be kept in the locked filing cabinet in the manager's office. If appropriate the manager will speak to the parents/carers of a child or report to the authorities. Other examples of incidents might involve adults only, such as a person seen loitering near the premises etc. This must be detailed and if persistent or serious cause for concern, the police notified.

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Review Date	Name	Position	Signature