

# Pioneer Childcare

## Accident and Incident Records Policy

Keeping records of accidents and incidents is required by law and is an important part of any risk management process.

Accident and incident records should be regularly reviewed by the Club Manager to help them gain a clear picture of accident or incident patterns or trends and be used to aid risk assessment and ensure preventive safety measures are in place. The Club Manager will share any patterns of concern with their line manager. Any safeguarding concerns that become apparent will be referred in accordance with our Safeguarding Policy. These reviews are in addition to any individual investigations that may need to be carried out.

The records detail minor concerns, incidents and observations relating to individual children and can be used to aid safeguarding referrals. All staff are aware of our Confidentiality Policy and how information relating to children can be shared.

When accidents or incidents occur, the Club Manager will ask the staff member involved to write an account of what happened. The report should be completed before the end of club so that the parent/carer can be informed by the Club Manager of what has occurred, and the parent/carer can sign the record when they collect their child.

Where an accident or incident occurs during Breakfast Club, the staff member taking the child into school will inform the school staff of the accident or incident. The Club Manager will call the parent/carer using the contact number in our booking system to inform them, particularly if the child is not attending our afterschool club later the same day.

Accident and Incident records must include the following information:

- The child's full name (both their forename and surname).
- The date of the accident or incident, including the year.
- The time of the accident or incident (especially for medical reports and in the event of a head injury).
- An accurate and full account of the accident or incident.
- The signature of the member of staff writing the report; their name must be recorded under their signature for the purposes of clarity.
- The report must be shared with the Club Manager so that they can check all the information before the parent/carer arrives. Any questions or queries can be addressed at this time. If more detail is required, then the Club Manager must raise this with the staff member.
- The signature of the parent/carer; their name should be recorded under their signature for the purposes of clarity.
- If more than one child is involved, a separate accident or incident report must be completed for each child.
- The identity of children must be protected and not shared with other parents/carers whose children were involved in the same accident or incident.
- All records must be kept in a locked, secure place, in line with our Data Protection and GDPR policies and procedures.

Accident and Incident records will be checked by the Area Managers during their regular Quality Assessment visits.

### Related Policies: Confidentiality Policy

This policy was adopted by:	Pioneer Childcare Ltd	Date:	25 <sup>th</sup> January 2024
To be reviewed:	24 <sup>th</sup> January 2025	Signed:	<i>J. Wilkins</i>

