



Reporting / Recording of Incidents Policy

Incidents may be accidents, injuries, illnesses, near misses, inappropriate behaviour, physical intervention or any other concerns affecting children, staff or any other involved persons.

Any incidents concerning children or staff will be recorded in detail as soon as possible in the designated accident reporting book or when appropriate recording sheet.

Parents or carers should be informed immediately and in detail of any incident that impacts on their child

All reports should include time, date and details of incident, names of witnesses and be signed by two members of staff and countersigned by the parent or carer.

Reports of children's inappropriate behaviour should be recorded and reported to the responsible staff member in line with Drop & Dash guidelines for behaviour management.

If children arrive with a concerning injury, bruising or illness this must be recorded with any explanation that has been given by the parent or carer.

Incidents considered high level as designated by the Drop & Dash team or require first aid treatment/ professional medical intervention may be shared with other professionals. Any major areas of concern should be report immediately to The Manager.

In cases of serious accidents, injury or death the **Critical Incident Policy and Procedures** should be followed

The General Data Protection Regulation (GDPR) 2018/2024 will be adhered to.

Drop & Dash Incident/ Accident / Cause for Concern Report Sheet Incidents of child's inappropriate behaviour to be stored in behaviour management log and details reported to staff member leading on Positive Behaviour Manager	
Date /Time of reporting of incident	
Persons Involved in incident	
Person reporting incident	
Details of incident and lead up to incident : 	
Witnesses to incident	
Follow up action For behaviour management see specific BM Action Plan	
Name and signature of Staff Member	