



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

Recording and Reporting of Accidents and Incidents

Policy Statement

We follow the requirements of the **Statutory Framework for the Early Years Foundation Stage (EYFS) 2025** and the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)** to ensure all accidents and incidents are recorded, managed, and reported appropriately.

We ensure that:

- The safety and welfare of children is paramount at all times.
- Accidents and incidents are recorded accurately, promptly, and securely.
- Parents and relevant authorities are informed in line with statutory requirements.

Note: Child protection concerns and behavioural incidents are managed under separate safeguarding and behaviour policies.

Procedures

Accident Records

All accidents are recorded using our secure digital system **iConnect**.

Our accident records:

- Are completed **on the same day** as the incident.
- Include the date, time, nature of injury, treatment given, and outcome.
- Are shared with parents/carers via iConnect **on the same day or as soon as reasonably practicable**.
- Are securely stored in line with **UK GDPR and data protection requirements**.
- Are accessible only to authorised staff who are trained in accurate recording.
- Are retained in line with safeguarding and legal requirements (best practice: until the child reaches 21 years).

Minor Injuries

Minor injuries (e.g. grazes, bumps, cuts, insect bites):

- Are treated using appropriate first aid procedures.
- Are recorded on iConnect.
- Are shared with parents/carers on the same day.

These do **not require notification** to Ofsted or the Health and Safety Executive (HSE) unless complications arise.

Reporting Accidents and Incidents

To Ofsted (as soon as reasonably practicable, but within 14 days):

- Any **serious accident, injury, or illness** to a child.
- The **death of a child** in our care.
- Food poisoning affecting **two or more children**.

Examples of reportable serious injuries include:

- Fractures or suspected fractures

- Dislocations
- Loss of consciousness
- Serious head injuries
- Severe breathing difficulties
- Eye injuries
- Injuries requiring hospital treatment
- Electric shock or chemical burns
- Hypothermia or heat-induced illness
- Injuries requiring resuscitation
- Hospital admission exceeding 24 hours

To Local Safeguarding Partners / Child Protection Agencies:

- Any serious accident or injury where there are safeguarding concerns.
- The death of a child in our care.

To Environmental Health:

- Food poisoning affecting **two or more persons** on the premises.

To the Health and Safety Executive (HSE) under RIDDOR:

We report:

- Work-related injuries leading to hospital treatment.
- Specified serious injuries (e.g. fractures, amputations, serious burns).
- Injuries resulting in staff absence of **7 consecutive days** (recorded if over 3 days).
- Occupational diseases.
- Dangerous occurrences (e.g. gas leaks, electrical incidents).
- Fatalities.

Incident Reporting and Management

We record significant incidents including:

- Break-ins, theft, or vandalism
- Fires or evacuations
- Gas leaks or electrical failures
- Intrusions or security breaches
- Discriminatory or racist incidents

Records are kept:

- On **iConnect and/or in the Incident Book**, depending on the nature of the incident
- With full details including actions taken and outcomes

Where required:

- Witness statements are obtained (including time, date, and signatures).
- Police or emergency services are contacted.

Emergency and Serious Events

- Emergency services are contacted immediately in the case of serious injury.
- In the event of a child's sudden death, emergency procedures are followed and authorities notified.
- All required agencies, including Ofsted, are informed within statutory timescales.

Monitoring, Audit and Quality Assurance

We ensure effective oversight through:

- **Regular audit forms completed by management** to review:
 - Accuracy and completeness of records
 - Timeliness of parental communication
 - Patterns or repeated incidents
- Audit findings are used to:

- Identify trends and risks
- Update risk assessments
- Improve staff practice and training
- Leadership regularly reviews records to ensure:
 - Compliance with EYFS requirements
 - Continuous improvement in safeguarding and health & safety

Monitoring and Record Keeping Overview

We maintain summary records of:

- Accidents
- Incidents
- Behaviour incidents
- Discrimination (including racist incidents)
- Complaints and outcomes

These are reviewed regularly to improve safety and practice.

Named Responsibilities

- **Setting Manager – Alanta Lawless:** Oversees accident and incident reporting and compliance.
- **Data Protection Officer – Simone Turner:** Ensures data protection and secure record keeping.

This policy was adopted by

The Butterfly Rooms Ltd

On

10th June 2026

Date to be reviewed

10th June 2027

Signed on behalf of the Management
committee

A.Thompson

Name of signatory

Miss Aimee Thompson