



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

Accident & Incident Reporting Policy

Purpose

This policy sets out the procedures for reporting, recording, investigating and managing accidents, incidents, injuries and near misses involving staff, children, parents, visitors, contractors and volunteers.

The organisation is committed to maintaining a safe environment and complying with all relevant health and safety requirements.

Scope

This policy applies to:

- Employees
- Children and young people
- Parents and carers
- Volunteers
- Visitors
- Contractors

Definitions

Accident

An unplanned event resulting in injury, illness or damage.

Incident

An unplanned event which may not result in injury but has the potential to cause harm.

Near Miss

An event that did not cause injury or damage but could have done so.

Responsibilities

Staff

Staff must:

- Take reasonable care of themselves and others.
- Report all accidents, incidents and near misses immediately.
- Complete an Accident and Incident Report Form as soon as possible.
- Cooperate with any investigation.

Managers

Managers must:

- Ensure all incidents are recorded.
- Investigate significant incidents.
- Implement corrective actions.
- Monitor accident trends.
- Maintain secure records.

First Aiders

First aiders must:

- Provide appropriate treatment.
- Record treatment given.
- Escalate concerns where necessary.

Reporting Procedure

1. Make the area safe.
2. Provide first aid if required.

3. Contact emergency services if necessary.
4. Inform management immediately.
5. Complete an Accident and Incident Report Form within 24 hours.
6. Notify parents, carers or next of kin where appropriate.

Investigation

Significant incidents will be investigated to determine:

- What happened.
- Contributing factors.
- Whether policies were followed.
- Actions needed to prevent recurrence.

Actions may include:

- Additional training.
- Changes to procedures.
- Equipment maintenance.
- Risk assessment reviews.

Record Keeping

The organisation will:

- Maintain accurate accident and incident records.
- Store records securely and confidentially.
- Comply with data protection requirements.
- Retain records according to legal and organisational requirements.

Serious Accidents

Serious accidents involving hospitalization, serious injury, dangerous occurrences or fatalities must be reported to the relevant authorities where required by law.

Management will ensure all statutory reporting requirements are met.

Confidentiality

Information relating to accidents and incidents will only be shared with authorised individuals who have a legitimate need to know.

All records will be handled in accordance with data protection legislation.

Monitoring and Review

This policy will be:

- Reviewed annually.
- Reviewed following any serious incident.
- Updated when legislation or organisational requirements change.

This policy was adopted by

The Butterfly Rooms Ltd

On

24th July 2026

Date to be reviewed

24th July 2027

Signed on behalf of the Management
committee

Name of signatory

Miss Aimee Thompson