



## **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 adhere to the guidelines set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and the Early Years Foundation Stage (EYFS) 2025 statutory framework for the reporting and management of workplace accidents and incidents. Child protection matters or behavioural incidents between children are not regarded as accidents and incidents under this policy and are managed through separate procedures.

#### **Procedures**

##### **Accident Records**

Our accident records:

- Are kept securely and confidentially.
- Are accessible to staff and volunteers, all of whom receive training on how to accurately complete them.
- Are retained for a minimum of 3 years, or longer where required by law.
- Are shared with parents/carers on the same day or as soon as reasonably practicable.

##### **Minor Injuries**

Minor injuries (e.g. grazes, sprains, insect bites) are recorded and shared with parents but do not require notification to Ofsted or HSE unless complications arise.

##### **Reporting Accidents and Incidents**

We fulfill our legal obligations by reporting the following:

##### **To Ofsted (within 14 days):**

- Food poisoning affecting two or more children in our care.
- A serious accident, injury, or illness involving a child and the actions taken in response.
- The death of a child in our care.
- Specific injuries including:
  - Fractures or suspected fractures
  - Dislocations
  - Loss of consciousness
  - Severe breathing difficulties
  - Eye injuries
  - Chemical burns
  - Electric shock
  - Hypothermia or heat-induced illness

- Injuries requiring resuscitation
- Hospital admission for more than 24 hours

#### **To Local Child Protection Agencies (as advised):**

- Any serious accident or injury to a child or the death of a child in our care.

#### **To Environmental Health:**

- Any food poisoning affecting two or more people (children or adults) on our premises.

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

- Any work-related accident leading to an injury requiring hospital treatment.
- Specified injuries to employees, such as fractures, amputations, serious burns, or loss of consciousness due to a head injury.
- Any work-related injury that prevents an employee from working for seven consecutive days (recorded if incapacitated for three or more days).
- Cases of reportable occupational diseases or illnesses.
- Any work-related fatality.
- Dangerous occurrences, such as gas leaks or events with potential for harm.

#### **Incident Reporting and Management**

- Staff and volunteers follow health and safety procedures to minimize risk.
- We maintain an Incident Book for recording major events, including break-ins, fires, gas leaks, electrical failures, intrusions, and racist incidents.
- If a crime may have been committed, witness statements are taken with details including time, date, observations, actions taken, and full names/signatures.
- In the case of a terrorist threat or attack, emergency services' guidance is followed, and staff ensure the safety of children.
- In the rare event of a child's sudden death on the premises, emergency services are immediately contacted, and their advice is followed.
- The Common Inspection Framework requires a summary record of accidents, exclusions, incidents of poor behaviour, discrimination (including racist incidents), complaints, and resolutions.

#### **Named Roles**

- The Setting Manager Alanta Lawless is responsible for overseeing accident and incident records.
- The Data Protection Officer (DPO) Aimee Thompson ensures compliance with data protection and record retention.

#### **Legal Framework**

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (as amended)
- Statutory Framework for the Early Years Foundation Stage (DfE 2025)
- EYFS (Welfare Requirements) Regulations 2012 (as amended 2025)
- Children Act 1989 and 2004
- Keeping Children Safe in Education (2025)
- UK General Data Protection Regulations (GDPR) (2025 Update)
- Data Protection and Digital Information Act (2023)
- Human Rights Act (1998)

#### **Further Guidance**

- Common Inspection Framework: Education, Skills and Early Years (Ofsted)
- Early Years Inspection Handbook (Ofsted)
- RIDDOR Guidance and Reporting Form: [www.hse.gov.uk/riddor](https://www.hse.gov.uk/riddor)

This policy was adopted by

On

Date to be reviewed

Signed on behalf of the Management  
committee

Name of signatory

The Butterfly Rooms Ltd

7<sup>th</sup> July 2025

7<sup>th</sup> July 2026



Miss Aimee Thompson

THE  
BUTTERFLY  
ROOMS

