

Early years providers have a responsibility to provide a safe environment for the children and adults in the provision. In the unlikely event of an incident occurring, it is important to keep an accurate record of what happened. Particularly as certain types of incidents must be reported to authorities such as the Health and Safety Executive (www.hse.gov.uk/riddor), your local authority, Ofsted, Children's Social Care or your insurance provider. The details regarding these incidents can also help you assess the effectiveness of your procedures for preventing and/or dealing with future incidents.

The guidance, template form and tables given within this book are to assist with the recording of incidents or dangerous, which include:

- break-in, burglary, theft of personal or the provider's property;
- an intruder gaining unauthorised access to the premises;
- fire, flood, gas leak or electrical failure;
- attack on a practitioner or parent on the premises or nearby;
- any discriminatory incident involving practitioners or families on the premises;
- a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on the premises;
- death of a child or adult; and
- a terrorist attack, or threat of one.

This record book – which is not suitable for recording accidents or injuries to children or adults, child protection concerns or behavioural incidents between children – is supported by *Essential Policies & Procedures for the EYFS* (Pre-school Learning Alliance 2014). All accidents should be recorded in an accident record book and reported if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (see page 22). The *Accident Record* (Pre-school Learning Alliance 2013) can be used for recording accidents involving children. The Health and Safety Executive *Accident Book* is recommended for accidents involving adults. Issues of concern involving a child need to be stored in the child's personal file, to ensure confidentiality of this sensitive information and to ensure all information on a child is kept together in one place. The templates in the Alliance publication *Safeguarding Children* (Pre-school Learning Alliance 2013) can be used in these instances. Records of any other incidents involving children, such as behavioural incidents between children, should be kept in the child's file.

For advice on managing any media enquiries relating to any incidents, members of the Pre-school Learning Alliance may contact the Alliance Press Team at pressoffice@pre-school.org.uk.

On purchasing this publication you would have received an email providing you with access to this template in Microsoft Word.

Incident record for _____ (name of provision)

Date and time of incident

Name of person reporting incident

Police crime reference number (if app)

Nature of incidentBreak-in, burglary or theft Intruder gaining unauthorised access Fire Flood Gas leak Electrical failure Attack on a practitioner or parent Discriminatory incident Notifiable illness or disease or food poisoning Death of a child or adult Terrorist attack or threat of one

Other (please state) _____

Person(s) witness to or involved in incident where necessary (If the person affected was injured please also complete an accident record)1: Full name _____ Job title (if applicable) _____ Age _____ Male Female

Home address _____

2: Full name _____ Job title (if applicable) _____ Age _____ Male Female

Home address _____

3: Full name _____ Job title (if applicable) _____ Age _____ Male Female

Home address _____

4: Full name _____ Job title (if applicable) _____ Age _____ Male Female

Home address _____

5: Full name _____ Job title (if applicable) _____ Age _____ Male Female

Home address _____