

Little Cubs Academy
Safeguarding and Welfare Requirements
3.4, 3.5, 3.6, 3.7, 3.8, 3.50, 3.51, 3.73

Incident Procedure

At Little Cubs Academy, we record all incidents on an incident form which is completed for the parent to read and sign. An incident is an occurrence that cannot be described as an accident.

If a child arrives at setting with a recent injury that occurred at home (such as a cut, bump, or burn) this must be written up with the parents' account of the injury and the parent must be asked to sign before they leave the child. Professional discretion must be used regarding this. If the injury is noticed when the parent has left, the parent must be called and countersign the form when they arrive.

Any incident involving one child harming another child will be documented in the incident book. If it is a serious incident an internal investigation will be undertaken and relevant notes written up and filed in each child's file.

Incidents could include biting, pinching, pulling hair, hitting, kicking, spitting etc. (this is not a definitive list).

If one child has caused an injury to another child, we will explain the nature of the injury caused and how we dealt with the incident. We will not name the child on either form, in accordance with our confidentiality policy, and parents should not ask for this information as Educators are not permitted to discuss a child with another parent.

Any serious incidents need to be brought to the attention of the Head Teacher immediately and recorded. For example, unreported markings on a child, a child verbalising something unusual or displaying unusual behaviour. This information is confidential and documented information.

If appropriate the Head Teacher will speak to the parents/carers of a child or report to the authorities.

Other examples of incidents might involve adults only, such as a person seen loitering near the premises etc. This must be detailed and if persistent or serious cause for concern, the police notified.

Review Date	Name	Position	Signature
16.4.20	Ingrid Bard	Operations Manager	<i>Ingrid Bard</i>

