**Recording and reporting of accidents and incidents**

Procedures

Our accident book is

° Kept in a safe and secure place

° Is accessible to staff and volunteers, who all know how to

Complete.

° All accidents are recorded and then signed by the parents

at the end of the session.

Our incident form

° Kept in a safe and secure place alongside the accident book

° Is accessible to all staff and they all know how to complete

° When an incident is recorded the child’s parents are brought

Into the setting at the end of the session and the events are

explained. Parents then sign the form.

Local child protection agencies and Ofsted are informed of any serious accident or injury to a child, or the death of any child, while in our care and we act on any advice given by these agencies.

Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.

We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDO (the reporting on injuries, diseases and dangerous occurrences regulations.