

Community Pre-schools Recording Serious Incidents and Concerns Policy and Procedure

Community Pre-schools records, responds to and reports serious incidents, safeguarding concerns and significant events so that children are protected and legal duties are met.

Community Pre-schools will act without delay where a child may be at risk, a serious incident occurs, or a concern is raised about safety, welfare, conduct or suitability. Records will be factual, dated, signed, stored securely and shared only when needed to protect children or meet legal duties.

Legal and Statutory Framework

This policy supports the EYFS statutory framework, Ofsted notification requirements, local safeguarding procedures, safeguarding and child protection policy, health and safety procedures, safer recruitment procedures and data protection duties.

Definitions

Serious incident: An event causing, or likely to cause, significant harm or risk. This includes a child's serious accident, injury, illness or death while in our care; food poisoning affecting at least two children; a reportable serious accident, injury or death to another person on the premises; or events affecting premises safety or childcare quality.

Safeguarding concern: Any concern that a child may be at risk of abuse, neglect, exploitation, harm or impaired development.

Significant event: A change, allegation, incident or circumstance that may affect suitability, premises safety, childcare quality or the provider's ability to meet requirements.

Roles and Responsibilities

The Manager and Designated Safeguarding Lead are responsible for prompt action, accurate records, referrals and required notifications to Ofsted, the local authority, safeguarding partners, insurers or other agencies. The Deputy DSL will act in their absence.

All staff, volunteers and students must report concerns immediately, record facts promptly, maintain confidentiality and never delay, ignore or investigate concerns informally.

Immediate Response to a Serious Incident

- Make the child or person safe and seek first aid or emergency help.
- Call emergency services if there is immediate danger, serious injury, serious illness or risk to life.
- Inform the Manager or DSL as soon as safe.
- Preserve relevant evidence where safe to do so.
- Record factual details the same day where possible.
- Inform parents or carers unless this may increase risk or compromise safeguarding action.
- Refer or notify relevant agencies where required including Ofsted

Recording Concerns and Incidents

All incidents of concern will be recorded in our Safeguarding and Child Protection Record Book. Records must be completed as soon as possible, normally the same day, and include: child's name and date of birth; date, time and place; people present; factual description; exact words used where relevant; visible injuries or observations; action taken; agencies contacted; parent/carer communication; decisions made; recorder's name and signature; and Manager/DSL review.

Facts, observations and opinions must be clearly separated. Body maps may be used for visible marks or injuries. Photographs of injuries must not be taken unless authorised as part of an agreed safeguarding process.

Safeguarding Concerns

Safeguarding concerns must be shared immediately with Community Pre-schools Designated Safeguarding Lead (DSL) If a child is at immediate risk, staff must contact emergency services or children's social care without delay. The DSL will follow Community Pre-schools Safeguarding policy procedures and decide on referral, advice, monitoring or other action.

Concerns or allegations about an adult working with or connected to the setting will be escalated under the allegations procedure and referred to the local authority designated officer or local safeguarding route. If the concern is about the Manager or DSL, the Deputy DSL, or nominated senior person will act.

Notification to Ofsted and Other Agencies

Ofsted will be notified of all serious childcare incidents and significant events as soon as possible and always within 14 days where required. This includes serious accident, injury, illness or death of a child in our care; allegations of serious harm or abuse; relevant disqualification or suitability matters; food poisoning affecting at least two children; and events affecting premises safety or childcare quality.

Community Pre-schools Management will submit the required notification, keep evidence of submission and record any follow-up. Where needed, children's social care, the local authority, safeguarding partners, police, HSE, environmental health or insurers will also be informed without delay.

Informing Parents and Carers

Parents and carers will be informed promptly about accidents, injuries, illnesses and incidents involving their child, unless this may increase risk to the child or conflict with advice from children's social care, police or another statutory agency.

Confidentiality, Storage and Information Sharing

Records will be stored securely with restricted access. Safeguarding records will be kept separately where appropriate and transferred securely when a child moves setting or school. Information will be shared lawfully and only where necessary to protect children or meet legal duties.

Learning from Incidents

After a serious incident, significant event or repeated concern Community Pre-schools DSL will review action taken, identify learning and update training, supervision, risk assessments, routines, policies or communication as needed.

Staff Training and Induction

All staff, volunteers and students will read this policy during induction and receive regular safeguarding updates so they know how to identify, record, report and escalate concerns. Training records will be maintained.

Procedure Checklist

Step	Action	Responsible person
1	Make the child or person safe and seek emergency help if required.	Any staff member present
2	Inform the Manager or Designated Safeguarding Lead immediately.	Reporting staff member
3	Complete the relevant accident, incident or concern record factually and promptly in Safeguarding and Child Protection Record Book	Reporting staff member
4	Review the record, assess risk and decide whether external referral or notification is required.	Manager / Designated Safeguarding Lead
5	Notify parents or carers unless this may increase risk or compromise safeguarding action.	Manager / Designated Safeguarding Lead
6	Notify Ofsted and other relevant agencies within required timescales where applicable.	Manager / nominated senior person
7	Review learning, update risk assessments or procedures and record follow-up action.	Manager / Designated Safeguarding Lead

Monitoring and Review

This policy will be reviewed annually, or sooner after a serious incident, safeguarding review, or change in EYFS, Ofsted or local guidance. Staff will be informed of changes and asked to confirm they have read the updated policy.