

### **Setting Incidents policy.**

This policy is for incidents that occur at the setting which are not related to children's behaviour.

Discovery of incidents are reported to the management and any appropriate emergency services such as fire, police, ambulance, if this is needed.

If the incident occurs before any children arrive, the manager will risk assess the situation and decide if the premises are safe to receive children. The manager may decide to offer a limited service or to close the setting.

If an incident occurs whilst the children are in the setting and it is necessary to evacuate the premises/area, the procedures for the Fire and Evacuations Policy will be followed.

If an incident occurs when on an outing, the procedures identified in the risk assessment for the outing will be followed. If a child goes missing, then the procedures for the Missing Child policy will be followed.

If a crime may have been committed then staff/volunteers who were witnesses to the incident will make a witness statement, including the date and time of the incident, what was seen or heard, actions taken, and their full name and signature.

An incident book is kept for recording major incidents. Some of these incidents will be reportable to the Local Authority and the Health and Safety Executive. These include;

- A break in, burglary or theft of personal or the setting's property
- An intruder
- A fire, flood, gas leak or electrical failure
- An assault (verbal or physical) on an adult or child on or close to the premises
- Any racist incident involving families or staff on the setting's premises
- A notifiable disease or illness, including an outbreak of food poisoning.
- The death of a child or adult
- A terrorist attack, or the threat. advice of the emergency services will be followed.

Signed.....Chantelle West.....(on behalf of the committee)

Signed.....Carol Clarke.....( Manager)

Date.....15/01/2024.....

To be reviewed annually