

## **Incident Policy**

At Torphins Playgroup we ensure that when an incident occurs at Playgroup appropriate action is taken and accurate information is recorded and communicated. An incident is an unplanned occurrence which has the potential to cause harm to one or more persons.

All members of staff ensure that incidents are dealt with in a timely manner. The Manager and Lead Practitioner must ensure that all members of staff have the knowledge and understanding of this Policy.

It is the responsibility of the member of staff who has dealt with the incident to write the incident report on Learning Journals and ensure that it is published and signed by the parent or carer of the child. If Learning Journals is not accessible then a hard copy must be completed and signed.

Any incidents which may cause harm to one or more persons must be dealt with in a timely manner and recorded appropriately.

Incidents are divided into minor incidents and major incidents. Minor incidents are classified as incidents which do not require medical or external assistance from the authorities. Major incidents are classified as incidents which require medical or external assistance from the authorities, including police, or instances which could have resulted in serious harm.

### **Recording Incidents**

All incidents must be recorded on Learning Journals (or an incident form if Learning Journals is not available) which must be published and signed by the parent and a copy retained and stored (either on Learning Journals or hand copy). Parents have access to their child's records and incidents should be recorded as the following.

*Name of child*

*Date and time of incident*

*Details of the incident*

*What action was taken?*

Any major incidents must be reported to the Care Inspectorate within 24 hours.

Following any incident the Manager will discuss what happened with the staff team, reflecting on whether it could have been avoided and if changes are required for the Playgroup policies, procedures and/or risk assessments.

The manager will audit incidents termly and print a copy from Learning Journals.



Updated August 2024