



## **Bee's Knees Forest School**

### **Accident and Incident Policy**

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*Reviewed by: Krishna Trikam-Mistry*

#### **Aim**

At Bee's Knees FS, our priority is to provide a safe environment for children to play and learn, while ensuring the safety of everyone present at the setting, including staff, visitors, and team members. While we understand that accidents and incidents may occur, this policy outlines how we recognise, record, and address these situations appropriately.

#### **Accident and Incident Response Procedure**

At Bee's Knees FS, all staff members are required to hold or obtain paediatric first aid certification within three months of starting their role. Most of our team, including those involved in excursions, are trained in paediatric first aid. This ensures that any incidents are managed effectively.

We maintain detailed records of any accidents or incidents, both on-site and off-site. These records help us identify any trends or potential hazards, which are reviewed regularly by the co-founder. If necessary, adjustments are made to improve safety and prevent recurrence.

Parents are informed as soon as reasonably possible about any accidents or incidents involving their child, along with any first aid administered. All accidents are logged electronically, with a body map, and stored securely. This includes incidents that must be reported to the Health and Safety Executive (HSE). In cases involving head injuries, parents are notified by phone.

#### **Accident Recording and Reporting**

All accidents are documented and kept confidentially within each school's file. This also includes any accidents that require reporting to the HSE. Accident records must include:

- The time, date, and nature of the accident;
- Information about the child or person affected;
- The type and location of the injury;
- Actions taken at the time of the accident and later, as well as who took these actions;
- Details of the incident, including names of individuals involved;



- Witnesses and their contact information (if applicable);
- The name and signature of the staff member handling the incident, any witnesses, and a countersignature from the parent when the child is collected;
- A body map indicating the site of any injury.

If a child's parents are contacted due to an accident, the co-founder is immediately informed to provide support and guidance.

### **Incident Reporting and Recording**

If an incident involving a child occurs, it is recorded electronically. For incidents that don't involve a child, such as a flood or other environmental issue, a paper form is completed. Incident records must include:

- The name of the child or person affected;
- The date, time, and location of the incident;
- What caused or triggered the incident;
- Details about the nature of the incident;
- Names of other individuals involved and any witnesses;
- How the incident was managed;
- Any restraint used, and outcomes;
- Police involvement (if applicable), including a crime number;
- Follow-up actions or insurance claims;
- The signature of the staff member managing the incident, and a countersignature from the parent upon collection.

Incidents that we record can include break-ins, fires, gas leaks, electrical failures, theft, or serious conflicts between children.

In the event of a terrorist attack, Bee's Knees FS will follow the guidance of emergency services regarding evacuation, medical aid, and parent communication. If a child tragically passes away on the premises, emergency services will be contacted immediately, and their guidance will be followed. Ofsted will also be notified.

### **Notification of Serious Accidents or Incidents**

In cases of serious accidents or incidents, the co-founder will be notified right away to ensure the proper steps are taken.

### **Ofsted**

Bee's Knees FS is committed to notifying Ofsted of any significant accident, injury, or death that occurs to



a child in our care, whether on-site or during an outing. We ensure this is done as soon as possible, and always within 14 days of the incident.

Ofsted contact: 0300 123 4666

### **Local Child Protection Agency**

In the event of a serious accident, injury, or death involving a child, we will notify our local child protection agency and follow their guidance. Contact details for the local protection teams are available for staff to use if they have concerns.

### **Health and Safety Executive**

As part of our legal obligations under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), Bee's Knees FS will report any serious accidents that require medical attention or result in death. This includes incidents involving children, staff members, parents, or visitors.

Reportable incidents to the HSE include:

- Deaths;
- Major injuries;
- Injuries lasting more than seven days that prevent an employee from returning to work;
- Injuries to non-employees requiring hospital treatment;
- Certain work-related illnesses;
- Dangerous situations where an injury could have occurred but didn't.

We will complete and submit the required form (F2508) within 10 days of the incident. Further information on reporting requirements can be found on the HSE website at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).