



Sherwood Pre-School
Community. Learning. Progress.

INCIDENT POLICY

The pre-school always seeks to maintain a calm and secure environment. If something occurs to disturb this environment, every effort is made to minimise the effect on the children.

Incidents are defined as any unusual or disturbing occurrence, usually as a result of behaviour by parents, carers, staff, children or members of the public. Incidents can include the following:

- Assault
- Abusive or threatening behaviour (physical or verbal)
- Damage to property and/or resources
- Excessive physical restraint of children
- Bullying incidents

Action

- Every effort is made to contain any incident and isolate children from it.
- Every effort is made to calm an incident and bring the situation under control.
- Members of staff will look to their own well-being, once all children in their care are safe and secure.
- Emergency services will be called without delay if there is a need for support.
- The appropriate authorities are notified promptly when any incident causes serious concern with regards to safeguarding or criminal activity.

Record-keeping

An Incident Book is maintained in a designated place.

In the event of an incident, a member of staff instructed to do so by the manager, or the manager records details in the Incident Book in the following manner.

- Each incident is recorded on a separate page giving accurate details of the incident and any conversations held.
- Each incident entry is countersigned by the Manager, deputy manager or a trustee.
- Where there is more than one related incident, subsequent incidents must be cross-referenced to relevant pages.

The manager is responsible for drawing the trustees' attention to any incident occurring between trustees' meetings. Serious matters are brought to the attention of the Chair of trustees as soon as possible.

Trustees are responsible for reviewing policies and practice in the light of any incidents and taking any action deemed necessary and practical, in order to reduce the likelihood of similar incidents occurring in the future.

The appropriate authorities are notified in due course of any action taken so that lessons learned may be shared more widely.

Drafted: December 2015

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