



## **Accident/ Incident home time book**

### **Accident Book**

Our accident book is used to record any accidents that happen during a Pre-School session. In the book the date, time and place of the accident plus a summary of what happened along with any treatment given is recorded by the member of staff. First aid will be administered by a qualified first aider. When the injured child is collected from Pre-School, their parent or guardian will be asked to read and sign the statement, acknowledging that they have been informed of the accident. This book is kept in line with our confidentiality policy and so is recorded with 1 page per child.

### **Incident Book**

We keep an incident book for records of incidents including those that are reportable to the Health and Safety Executive these include:

- fire, flood, gas leak or electrical failure
- attack on a member of staff or parent on the premises or nearby
- break in, burglary, theft of property
- an intruder gaining unauthorised access to the premises

In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our emergency evacuation will be followed and staff will be in charge of all children. The incident will be recorded in the incident book after the threat.

In the unlikely event of a child dying on the premises the emergency service will be called and the advice of these services will be adhered to. The incident will be recorded in the incident book.

The incident book is not for recording issues of concern involving a child. This is recorded in the 'Child Concern's book'. This book again is kept in line with our confidentiality policy and is recorded with 1 page per incident.

The accident and incident books will be reviewed and signed once every half term.

### **Home-time book**

If someone other than the child's parent or carer is collecting them from Pre-School it needs to be recorded in the home-time book. The parent/ carer needs to record the name of the person collecting their child and sign to confirm the arrangement. When the child is collected, the designated person also needs to sign the book to say that they have taken the child. We can accept photo's of non-regular carers that may collect so all staff have a visual reference of who is collecting. These photo's are kept at the back of the home-time book and after each session this book is locked away.

This policy has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School:

Date:

This policy will be reviewed: Autumn 2022

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date:

