



<b>Name:</b>	<b>Date written:</b>
<b>Significant Events Policy</b>	<b>4/5/23</b>
<b>Written by/Reviewed by:</b>	<b>Review Date:</b>
<b>Louise Lloyd-Evans/Emma Holmes</b>	<b>May 24</b>

**Policy Statement**

As an Ofsted registered nursery, we undergo a range of suitability checks. If there are any significant changes to any of this information after registration or anything significant happens, we must by law notify Ofsted if these changes have a negative impact on our childcare setting or safety of children.

**Aims and Purpose**

This policy illustrates the procedures we carry out when a significant event occurs at our nursery, to ensure the best, safest and most lawful outcome for all involved.

**Applicability**

Staff  
Parents

**Definition of Terms**

If something happens that is likely to affect an individual's continued suitability to care for or be in regular contact with children, we should count it as a significant event.  
Examples of significant events may include:

- involvement with safeguarding partners and statutory agencies about incidents or concerns that might affect someone's suitability, for instance child protection, welfare or safety investigations. These agencies and organisations could include: the police, our local authority (and services within it), mental health services, drug/alcohol services, fire services, environmental health, and building control and planning departments
- a device containing children's information being stolen
- an incident where a child or children may have been at risk of harm, for example:
  - we were involved in a car accident when transporting children and the police are investigating a possible offence
  - a child was able to leave a setting or was missing for any period
  - a child was not adequately supervised (such as being left unattended in a car)
  - an unauthorised person gained access to the childcare premises
- if we have been the victim of a crime that occurred on the childcare premises, such as assault, harassment or vandalism
- any incidents of domestic abuse

- any incidents of self-harm or overdose
- any one-off or ongoing incidents on or around our premises that may affect children, such as violence, criminal or sexual exploitation and gangs, county lines activity, grooming and child trafficking
- the disqualification of an employee or any person who lives or works on the premises where childcare is provided
- changes to health

### **Serious injuries, accidents and illnesses**

We must tell Ofsted about any of the following:

- anything that requires resuscitation
- admittance to hospital for more than 24 hours
- a broken bone or fracture
- dislocation of any major joint, such as the shoulder, knee, hip or elbow
- any loss of consciousness
- severe breathing difficulties, including asphyxia
- anything leading to hypothermia or heat-induced illness

## **Overview**

- **General Procedures**
- **When you must notify Ofsted**
- **Events we do not need to tell Ofsted about**
- **After we notify Ofsted about a significant event**
- **The legal framework**

## **Procedures**

### **General Procedures**

**When a 'significant event' occurs at the nursery we:**

- **Contact the parents (if necessary)**
- **Meet with any relevant staff and get a statement, if required.**
- **Contact any applicable agencies**
- **Start a named folder in the Significant Events section of our Safeguarding folder on the one drive, using person or events name and date as the title.**
- **Add any filled in paperwork connected to the event to the folder.**
- **Carry out a risk assessment and an action plan (add to folder).**
- **Contact Ofsted, and if necessary, RIDDOR within 14 days.**

### **When we must notify Ofsted**

**As the registered provider, we will notify Ofsted of significant events as soon as reasonably possible, and no more than 14 days from when the event happened.**

### **Events we do not need to tell Ofsted about**

- **referrals we make to other agencies following a concern about a child in our care, such as a child protection referral**
- **complaints about fee disputes**
- **changes to the health of our managers, staff or volunteers**

- admissions to hospital for routine operations or check-ups that have no effect on our ability to care for children
- minor injuries
  - You do not need to tell Ofsted about minor injuries, even if treated at a hospital (for less than 24 hours). These include:
    - animal and insect bites, such as a bee sting that doesn't cause an allergic reaction
    - sprains, strains and bruising, for example if a child sprains their wrist tripping over their shoelaces
    - cuts and grazes
    - minor burns and scalds
    - dislocation of minor joints, such as a finger or toe
    - wound infections

**After we notify Ofsted about a significant event**

Ofsted will carry out a risk assessment, looking at the information we have given and the details they already hold. This will help them to decide the appropriate action to take.

**They may:**

- contact us to discuss the information
- contact other agencies involved for more information
- consider if any new suitability checks are required
- carry out a telephone interview, regulatory visit or inspection
- if the information relates to another person, check whether they remain suitable to care for, or be in regular contact with, children; they may also need to contact that person directly to discuss this

For changes to health, they will not discriminate against us or another person for having a health condition. They will review the information to assess whether the change to health may affect our, or another individual's, suitability to care for or be in regular contact with children. They may also:

- contact us to find out more information and/or seek an independent medical assessment
- if the notification relates to another person, contact them directly to find out more

**Notifying Ofsted will not necessarily affect our registration. But they can take action against us if we do not tell them about these events.**

### **The legal framework**

It is a legal requirement to notify Ofsted of significant events. This is set out in regulation 8 and paragraph 7 of the Schedule to the [Early Years Foundation Stage \(Welfare Requirements\) Regulations 2012](#) and the ['Early years foundation stage \(EYFS\) statutory framework'](#), specifically paragraph 3.78 (Changes that must be notified to Ofsted – bullet point 3). The EYFS framework states that failure to notify Ofsted of significant events without a reasonable excuse is an offence.

## **External Links and Organisations**

The [Early years inspection handbook](https://www.gov.uk/government/publications/early-years-inspection-handbook-eif) explains how significant events inform inspection (see 'Failure to notify Ofsted and/or meet conditions')

<https://www.gov.uk/government/publications/early-years-inspection-handbook-eif>

The Early Years Statutory Framework: [Statutory framework for the early years foundation stage \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

### Relevant Policies and Documents

Safeguarding Children  
Health and Safety  
Communications  
Complaints  
Disciplinary  
Fire and Evacuation  
Intimate Care  
Lost Child on Premises  
Outings  
Risk Assessment  
Safe Sleep  
Whistleblowing  
Staff Code of Conduct  
Parent Code of Conduct

### Authorisation

Signature:



Louise Lloyd-Evans  
Owner and Director

Young Friends Nature Nursery  
89 Holland Road  
Hove  
East Sussex  
BN3 1JP