

Significant Event Policy

Written by: Louise Lloyd-Evans

Date Written: August 2025 **Next Review Due:** August 2026

Our Values

At Young Friends, we believe significant events must be handled with immediate care, honesty, and reflective leadership. A significant event is not a failure — it is a moment that calls for strong professional response.

- **Sustainability** – Relationships are protected through openness and clarity
 - **Respect** – We act with calm, without blame or fear
 - **Authenticity** – We acknowledge risk and respond with integrity
 - **Supportive Leadership** – Events are opportunities for learning, not shame
 - **Community** – Families are informed in ways that build trust, not anxiety
-

Policy Statement

This policy outlines how we identify, respond to, record and review any **significant event** that occurs in the nursery. These are situations that have the potential to compromise a child's **safety, wellbeing**, or the **functioning of the setting**, and must be responded to with urgency, clarity, and follow-up.

What is a Significant Event?

Any situation that includes:

- A serious injury or accident
- A child going missing (even briefly)
- A safeguarding disclosure, concern or allegation
- Police or emergency service involvement
- A staff incident or misconduct
- A structural, health or safety issue (e.g. gas leak, fire, security breach)
- Environmental disruption (e.g. flood, extreme weather, lockdown)
- Any event which may need to be reported to Ofsted
- Anything that would cause concern if not handled and communicated correctly

This is not an exhaustive list. **If in doubt, escalate.**

Immediate Response

1. **Protect the child** – Ensure safety and reassurance
2. Alert the most senior staff member or DSL
3. **Secure the situation** – Remove others from risk, maintain order
4. **Begin a written incident log** including:
 - Time, date, exact location
 - Names of all individuals involved
 - Immediate actions taken
 - Witnesses present

5. Designated staff member takes the lead on communication, escalation and resolution

Communication with Families

- Families are contacted as soon as is safe and appropriate
 - All communication is calm, honest, and compassionate
 - No speculation or judgment is shared
 - Written communication may follow where needed
 - We listen to families' concerns and offer support
-

Reporting to Ofsted and Other Bodies

We report to **Ofsted** within 14 days if the event includes:

- A serious accident or injury
 - A child being lost
 - Police involvement
 - A safeguarding allegation against staff
 - An event affecting the safe running of the setting Other bodies may also be contacted:
 - **LADO** – for staff-related safeguarding allegations
 - **Health and Safety Executive (HSE)** – under RIDDOR where applicable
 - **Environmental Health** – for any food safety or hygiene issue
-

Review and Learning

After any significant event:

- The team involved meet for a **debrief and timeline review**
- Management completes a full **written investigation report**
- Actions taken and recommendations are documented
- Policies or procedures are updated if gaps are identified
- Support is offered to any child, family or staff member affected

We take a **no-blame approach** focused on improving systems, not blaming individuals.

Record Keeping

- All events are recorded in an internal log
 - Reports are stored securely in line with GDPR
 - Access is restricted and confidential
 - Parents may view relevant records relating to their child
-

Staff Training and Culture

- This policy is introduced during **staff induction**
 - Staff are trained to **recognise, report and respond**
 - Leadership models a calm, clear response to any significant incident
 - Supervision sessions may explore past events to build confidence
-

Linked Policies

- Safeguarding and Child Protection
- Whistleblowing
- Complaints and Concerns
- Lost Child
- Fire and Evacuation

- Health and Safety
- Behaviour and Relationships

Authorisation

 *Louise Lloyd-Evans*

Owner and Director

Young Friends Kindergarten

89 Holland Road, Hove, BN3 1JP