



Reporting Incidents Policy

The Indigo Childcare Group has clear guidelines on reporting incidents, if a person is involved in an incident of any description i.e. act of discrimination, act of violence, etc, or accident that requires medical treatment then an incident report must be completed detailing who the report is regarding, what the incident is, how it happened and what other agencies have been informed regarding the incident, the report should be signed by person making report and a senior member of staff.

Senior staff or Board of Directors will investigate and make any relevant recommendations with advice sought from other agencies involved with the incident.

Recommendations will then be included in any action plan.

All incident reports are confidential and stored in a locked file as per Data Protection Policy.

Date Implemented: 27th June 2011

Date Reviewed: 27th June 2011