



# Treetops Nursery

## **Informing the authorities policy**

### **Ofsted**

Must be informed within 14 days for all occurrences below

- A change to the registered address
- A change to the address where providing childcare
- A change to the type of childcare provided
- A change to the premises affecting the space available to children or the quality of care available
- Any change to the registered person's name, address or telephone number
- Any significant event that is likely to affect the suitability of any person caring for children on the premises, such as offences which may disqualify them
- The appointment of a new manager
- Changes to the nominated individual
- Details of any new company director
- Any change to the registered company's name or number
- Any incident of food poisoning affecting two or more children
- Any serious accident, injury or death of a child
- Any serious accident, injury or death of any person on the premises where childcare is provided
- Any allegation of serious harm or abuse of a child committed by any person looking after children on the premises (whether the offence happened on the premises or not)
- Where a member of staff is dismissed (or would have been had they not left first) because they have harmed a child or put a child at risk of harm.
- Positive cases of Covid 19 with anyone who has attended the setting.

Information on complaints must also be made available if requested.

Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD  
Tel: 0300 123 1231  
Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

### **Health and Safety Executive**

Through RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, all those below need to be reported via the relevant form [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

#### **Injury**

- All deaths to workers and non-workers if they arise from a work-related accident, including an act of physical violence to a worker.
- Fractures, other than to fingers, thumbs and toes
- Amputations

- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which covers more than 10% of the body or causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, requires resuscitation or admittance to hospital for more than 24 hours
- Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury.
- Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury.

#### **Disease**

- Carpal tunnel syndrome;
- Severe cramp of the hand or forearm;
- Occupational dermatitis;
- Hand-arm vibration syndrome;
- Occupational asthma;
- Tendonitis or tenosynovitis of the hand or forearm;
- Any occupational cancer;
- Any disease attributed to an occupational exposure to a biological agent.

#### **Dangerous occurrences**

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- Plant or equipment coming into contact with overhead power lines;
- The accidental release of any substance which could cause injury to any person.
- An accidental leakage of gas; incomplete combustion of gas or; inadequate removal of products of the combustion of gas.

#### **Public Health Agency**

If a school, nursery or childminder suspects an outbreak of infectious disease, they should inform the Public Health Agency. A disease outbreak is the occurrence of cases of disease in excess of what would normally be expected in a defined community, geographical area or season.

Anglia and Essex PHE Centre  
 Eastbrook  
 Shaftesbury Road  
 Cambridge CB2 8DF  
 Tel: 0303 444 6690

#### **Insurance company**

Any serious accident, injury, incident or death of a child must be reported.

#### **Children's Services**

Any serious accident, injury or death of a child must be reported.

Also any concerns of maltreatment of a child in the form of abuse (sexual, physical or emotional) or neglect, by either inflicting harm or failing to act to prevent harm.

Tel: 0344 800 8021 - Children's Services- Children's Advice and Duty Service (CADS)

### **The Local Authority Designated Officer**

LADO works within the Children's Services and gives advice and guidance to employers, organisations and other individuals who have concerns about the behaviour of an adult who works with children and young people

Email – LADO@norfolk.gov.uk

### **Disclosure and Barring Service**

Where a member of staff is dismissed (or would have been had they not left first) because they have harmed a child or put at child at risk of harm.

DBS customer services  
PO Box 3961  
Royal Wootton Bassett  
SN4 4HF  
Tel: 03000 200 190  
Email: customerservices@dbs.gsi.gov.uk

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