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| **Children’s Services and Business Lines Combined Reporting Table** | | [**Reporting of Injuries, Diseases, Dangerous Occurrences, Hazards, Defects and Near Misses Guidance**](http://livelink.barnardos.org/livelink91/livelink.exe?func=ll&objId=141953653&objAction=browse&sort=name&viewType=1) | | | | | | |
| [**Reporting of Accidents and Incidents E-Learning**](https://barnardos.clcmoodle.org/mod/scorm/view.php?id=2858) | | | [**Retention, Archiving, and Deletion of Records Policy**](http://livelink.barnardos.org/livelink91/livelink.exe?func=ll&objId=299613131&objAction=download) | | | |
| [**RIDDOR**](http://www.hse.gov.uk/riddor/)  Only certain work-related incidents are RIDDORs | [**Barnardo’s Incident Report Form (BIRF)**](http://livelink.barnardos.org/livelink91/livelink.exe?func=ll&objId=37379755&objAction=browse&viewType=1) | | [**Child Superficial Injury Record (CSIR)**](http://livelink.barnardos.org/livelink91/livelink.exe?func=ll&objId=195613272&objAction=download) | [**Serious Safeguarding Incident Form**](http://livelink.barnardos.org.uk/livelink91/llisapi.dll?func=ll&objId=259630900&objAction=browse) | | [**Death of Service User Form**](http://livelink.barnardos.org/livelink91/livelink.exe?func=ll&objId=299611385&objAction=download) | [**Data Breach Reporting Form**](http://livelink.barnardos.org/livelink91/livelink.exe?func=ll&objId=299606147&objAction=download) | [**Existing Injury Form**](http://livelink.barnardos.org/livelink91/livelink.exe?func=ll&objId=278631270&objAction=browse&viewType=1) |
| * Death * Specified injury (ES&W) * Major injury (NI) * Person who: * wasn’t at work, or * was a volunteer   taken direct to hospital for treatment   * Exposure to certain chemicals and biohazards * Dangerous occurrence * Specified disease/condition * Over 7 day injury * Over 3 day injury (NI)   *Contact your* [*Safety Adviser*](http://livelink.barnardos.org/livelink91/livelink.exe?func=ll&objId=192268077&objAction=download) *or* [*Safety Team Helpdesk*](mailto:safetyteam@barnardos.org.uk) *(0208 498 7416) if uncertain whether incident is RIDDOR.*  *An incident is only work-related if it arose from:*   * way work was organised, carried out or supervised * any machinery, plant, substances or equipment * condition of site or premises where incident happened.   For every RIDDOR there must also be a BIRF.  Notifier downloads copy of RIDDOR form at the point of submission. Copy not automatically sent by HSE. | Accidents/Incidents reported on a BIRF:   * Injury needing more first aid than washing or cold compress * Any RIDDOR incident * Worker hospital visit * Child/young person precautionary visit to hospital, GP, dentist, medical centre, etc. * Injured person wishes incident reported * Vehicle on Barnardo's business accident * Service user self-harm or injury from suicide attempt requiring more first aid than washing or cold compress * Significant near-miss * Stress or psychological/emotional distress * Medication error * Adverse drug reaction * Hazard that could cause significant harm * Notifiable to Regulatory Authority * Notifiable to Police * Notifiable to other authoritive body * Work-related disease/illness/condition, e.g. DSE use adverse effects, occupational dermatitis, occupational asthma, etc.   Some but not all [occupational diseases](http://www.hse.gov.uk/riddor/occupational-diseases.htm) are RIDDOR reportable.  CoViD-19 infection to a worker is only reported on a BIRF if their manager believes it is work-related.  All fires whether or not attended by fire & rescue service or requiring use of firefighting equipment. Overheating or other fault in equipment, light, cable, etc., that didn’t cause a fire but could have.  BIRF has a copy of [RPI Record Form](http://livelink.barnardos.org/livelink91/livelink.exe?func=ll&objId=195562175&objAction=download)  Contact your Safety Adviser or the Safety Team Helpdesk (0208 498 7416) if uncertain whether a BIRF should be used. | | Superficial injury, such as a trivial bump, bruise, graze, carpet burn, bite or scratch to a child under the age of 5 years not needing any first aid apart from washing or applying a cold compress. Not for use if injury is severe enough to warrant calling an ambulance, visit to hospital, doctor or dentist surgery, medical centre, etc.  *Contact your Safety Adviser or Safety Team Helpdesk (0208 498 7416) if uncertain whether to use CSIR or BIRF.* | * Unexpected or avoidable death of at risk child/young person/ adult receiving services from Barnardo’s * Serious harm to at risk child/young person/adult where a life-threatening outcome required Barnardo’s intervention * Incident likely to result in adverse media attention and/or potential reputational damage * Information about abuse adult may have experienced as a child receiving services from Barnardo’s * An incident that is serious enough that it may lead to a Serious Case Review * Any indication of organised crime or large scale abuse * An incident raising concern about Barnardo’s policies or procedures * Concern about possible radicalisation of a person * External body closes registered provider due to Safeguarding concerns   [Serious Self-Harm and Suicide Intent Guidelines](http://livelink.barnardos.org.uk/livelink91/llisapi.dll?func=doc.ViewDoc&nodeid=274679609)  [Safeguarding Allegation Against Adult Form](http://livelink.barnardos.org.uk/otcs/llisapi.dll?func=ll&objId=299824528&objAction=download) | | If service user dies whilst in receipt of Barnardo’s services, the death must be reported on a Death of Service User Form (DSU). This is regardless of whether the death is accidental, unforeseen, has occurred because of a life-limiting illness or as a result of suicide. | Serious breach of the General Data Protection Regulation (GDPR). | Used when a bruise, bite, suspicious/ unexplained mark or other injury is noticed on a child/ young person/ vulnerable adult that needs to be investigated to identify the cause.  May be used alongside a Cause for Concern Record |
| [**Child Superficial Injuries Database**](http://livelink.barnardos.org/livelink91/livelink.exe?func=ll&objId=206919561&objAction=browse&viewType=1) | [**RPI Record Form**](http://livelink.barnardos.org/livelink91/livelink.exe?func=ll&objId=195562175&objAction=download) | [**Reports to Charity Commission**](https://livelink.barnardos.org.uk/otcs/llisapi.dll?func=ll&objId=354323939&objAction=browse) |
| Service transfers information from Child Superficial Injury Record to Child Superficial Injuries Database.  Service e-mails CSI Database to [Safety Team](mailto:SafetyTeam@barnardos.org.uk) quarterly, or a nil return if no CSIR in that quarter year. | If physical restraint is applied, a Restrictive Physical Intervention Record Form must be completed and e-mailed to [Corporate Safety Team](mailto:SafetyTeam@barnardos.org.uk). | Charity Commission requires charities to report serious incidents to it. |