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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* *(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 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. | Charity Commission requires charities to report serious incidents to it. |