

## Times to Notify OFSTED and Other Agencies

At Incey Winceys Day Nursery and Preschool we understand that there are times when we have to notify OFSTED or other outside agencies to ensure the safety and wellbeing of the child, staff and the general public at all times.

We notify **OFSTED** in the case of any of the following events taking place:

- Changes of circumstance (within 14 working days of change taking place)  
- Change of ownership/ leadership/ premises address or type of childcare provided e.g. hours and days children are cared for/ staff leaving (+50%)/ permanent closure.
- Hannah Ince (as the registered person) will inform OFSTED of changes to her name, address or telephone number, of any significant event which is likely to affect her suitability or any person caring for children on the premises, such as any offences or orders that may disqualify them.
- Appointment of a new manager.
- Changes to the nominated person of a childcare provision.
- Any changes to staff that may affect their suitability to work with children as soon as reasonably practicable (but within 14 days)
- Any incident of food poisoning affecting two or more children in the provider's care. We would also report to **Environmental Health** and the **Food Stands Agency** in the Local Authority.
- Any serious accident or injury to, or the death of, any child while receiving childcare. This is also reported to **MASH** and **RIDDOR** and the **Police**.
- Any serious accident or injury to, or the death of, any other person on the premises on which childcare is provided. This is also reported to **RIDDOR** and the **Police**.
- Any allegation of serious harm to, or the abuse of, a child committed by any person looking after children on the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or by any person, where the allegation relates to harm or abuse occurring on those premises. This is also reported to the **LADO** and **MASH** and their further advice is followed.

We also refer incidents to the **Disclosure and Barring Service**:

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- Providers must report any member of staff dismissed or who resigns before/during disciplinary action for inappropriate behaviour/concerns to the **Disclosure and Barring Service**.

## **OFSTED Contact Details:**

### **Online contact:**

[https://ofstedonline.ofsted.gov.uk/outreach/Ofsted\\_Serious\\_Notification.ofml](https://ofstedonline.ofsted.gov.uk/outreach/Ofsted_Serious_Notification.ofml)

### **Postal contact:**

Notifications  
ARC  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

### **Telephone number:**

0300 123 1231

## **MASH Contact Details**

### **Postal Contact:**

Redbridge Multi Agency Safeguarding Hub (MASH), 3rd floor, Lynton House,  
255-259, High Road, Ilford, Essex IG1 1NY

### **Telephone number:**

020 8708 3885

### **Email**

[cpat.referrals@redbridge.gov.uk](mailto:cpat.referrals@redbridge.gov.uk)

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## **Advice From and Contact Details for RIDDOR:**

For most types of incidents, including:

- accidents resulting in the death of any person
- accidents resulting in specified injuries to workers
- non-fatal accidents requiring hospital treatment to non-workers and
- dangerous occurrences

the responsible person must notify the enforcing authority without delay, in accordance with the reporting procedure. This is most easily done by reporting online. Alternatively, for fatal accidents or accidents resulting in specified injuries to workers **only**, you can phone 0845 300 9923.

### **Website for reporting to HSE/RIDDOR**

<https://www.hse.gov.uk/riddor/reporting/index.htm>

We are aware of other regulations such as COSHH (Control of Substances Hazardous to Health) and would report any notifications to HSE (Health and Safety Executive) as detailed in RIDDOR section.

## **Details of Local Environmental Health Department:**

### **Environmental Health Officer**

Public Protection,  
London Borough of Redbridge  
Perth Terrace  
Ilford,  
Essex,  
IG2 6AT

**Telephone:** 020 8708 5716

**Email:** [publicp@redbridge.gov.uk](mailto:publicp@redbridge.gov.uk)

**Website:** <http://www.redbridge.gov.uk>

**Revised on 8<sup>th</sup> October 2025**

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## **Police**

In the case of an emergency whereby any child, adult or other person in or around the setting was in immediate danger or the crime is happening at the time, we would call **999**

In other less urgent cases we would call **101** or use the website <https://www.met.police.uk/> to make a report.

## **Early Years Childcare Improvement Team (EYCIT)**

### **North/West Locality**

**EYCIT Lead: Kelsey Morris**

Telephone:  
07741892603

Address:  
No.10 The Stables,  
New City College,  
RM6 4XT

For any other events, staff log them down with the date, time, and details, then sign and date and report to the responsible person (Hannah Ince) who then decides what to do with the information at the earliest possible time. If unsure she would call OFSTED, Early Years Childcare Improvement Team, MASH, LADO, and the Police, HSE, or the relevant outside agencies for advice.