

D.P.S

Out of School Club

**Accident / Incident
Policy**

ACCIDENT / INCIDENT POLICY

PRINCIPLE

DPS Out of School Club believes that the safety of those in our care is of utmost importance. We endeavour to provide the children with a healthy, safe and stimulating environment in which to work and play.

POLICY STATEMENT OF INTENT

At DPS Out of School Club management endeavours: to ensure that a high level of health and safety is maintained at all times for all those coming into contact with our setting; to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

PROCEDURES

An accident is an unplanned, uncontrolled event, which causes or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intentions to take all reasonable steps to minimise risks and prevent accidents from happening. We will endeavour to maintain high levels of health and safety by following the procedures below:

Accidents, Prevention, Reporting & Recording

- We aim to reduce the risks of accidents by carrying out risk assessments for as many foreseeable risks as possible. By doing risk assessments we can identify hazards and look at how we can eliminate or reduce the risk.
- The premises, equipment and resources are regularly checked and used properly.
- Staff and children are aware of hazards i.e., putting the toys away tidily. Staff and children are encouraged to identify and report hazards and risks.
- All accidents / incidents will be reviewed to see if anything can be done to prevent the accident / incident from happening again.
- Children are encouraged to play safely
- Inappropriate / dangerous play will be discouraged
- Daily check lists of play areas will be carried out to minimise / remove hazards that may cause injury.
- All accidents will be dealt with immediately and parents will be informed of the details as soon as needed.
- Accident report forms will detail what happened, location, date, time and action taken. All forms will be signed by a staff member who witnessed what happened (if possible) and parent.

First Aid

- At least one member of staff will have up-to-date first aid which is renewed every three years.
- All members of staff will be encouraged to complete first aid training
- First Aid box is located within the main play room. It is checked regularly and replenished as necessary.
- Permission is sought from parents to allow trained staff to carry out necessary first aid procedures.

Reporting adverse and untoward incidents

- Incident forms will be completed and signed by member of staff.
- Parents / guardian will be informed and asked to sign the form.
- If necessary our safeguarding policy will be followed in which the designated child protection officer will be contacted.
- In this case a written record will be kept and information will be on a need to know basis.

Aggressive Behaviour

Any behaviours that are deemed as negative, harmful and unfavourable will be recorded on an incident form. We have a Duty of Care towards ALL children in our care to ensure their safety and wellbeing. Consistent inappropriate behaviours which may cause harm/injury to the individual themselves and/or to other children/adults will be taken very seriously. Such incidents will be reported to the Management Committee.

Reporting Serious Incidents to the Relevant Agencies

All significant / serious accidents or any dangerous occurrences will be reported to the Health and Safety Executive, Environmental Health, Public Health Agency and the Trust. Support will be sought to complete RIDDAR form. A copy will be kept of all reports.

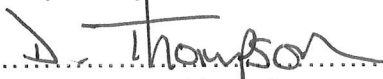
Links with other policies:

First Aid Policy
Managing Records Policy
Healthy and Safety Policy
Safeguarding and Child Protection Policy
Managing Aggression Policy
Managing the Risks Associated with the Individual Service User Policy

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by DPS Out of School Club management team.

Signed: 
(on behalf of the management team)

Position: Chairperson

Date: 28/8/2020

Reviewed on:

Date: Signed:.....

Date: Signed.....

Date: Signed:.....