

**Accident and Incident Policy**

Schools’ Out! Is committed to ensuring that the children, young people and staff attending our setting do so in a safe environment that is in line with all relevant legislation. To this end the service management will ensure that:

The service has a Health and Safety Policy that involves the use of regular risk assessments and regular maintenance of premises and equipment.

The service management and appropriate staff are knowledgeable about relevant Health and Safety legislation and their responsibilities in law.

There will be at least one member of staff on duty in each venue at all times with a relevant first aid qualification.

Accidents/incidents involving children/staff/anyone within the service setting are recorded.

Accidents/incidents involving children and young people are reported to parent/guardian verbally, recorded on accident/incident sheet and signed by the parent/guardian and a member of staff. This then is put in the child’s file.

Accidents/incidents to staff and others are required to be reported to another authority, e.g. Health and Safety Executive or Environmental Health....

We also have a duty to notify the Care Inspectorate of any serious accidents or incidents.

All accidents/incidents involving the service premises, materials or equipment must be reported to management.

Signed: Natalie Scanlan **Date: 12/01/2024 Review Date: 12/01/2025**