

Accident and Incident Reporting Policy

Allstars

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1. Policy Statement

Allstars is committed to providing a safe and secure environment for all children, staff, and visitors. Despite preventative measures, accidents and incidents may occasionally occur. This policy sets out our procedures for recording, reporting, and responding to accidents and incidents to ensure that appropriate action is taken promptly and that all parties are informed.

This policy complies with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**, the **Health and Safety at Work Act 1974**, and the **Early Years Foundation Stage (EYFS) Statutory Framework**.

2. Definitions

- **Accident:** An unplanned event resulting in injury or illness
- **Incident:** A near miss, behavioural incident, or other occurrence that does not cause injury but could have done so

3. Immediate Response

- First aid is administered as required by a qualified first aider
- The child is comforted and monitored
- Staff ensure the safety of other children and secure the environment
- If the injury is serious or there is concern, parents are contacted immediately and medical advice sought (including calling emergency services if required)

4. Recording Procedures

- All accidents and incidents are recorded on an **Accident and Incident Form** on the same day they occur
- The form includes:
 - Child's name and date of birth
 - Date, time, and location of incident
 - Description of the accident/incident
 - Details of any injury sustained and treatment given
 - Names and signatures of staff involved and first aider
 - Parent/carer signature on collection
- For more serious incidents, or if a child cannot return to play after the event, the DSL or Club Manager is informed immediately.

5. Parental Notification

- Parents are informed of all accidents involving their child on the same day
- For minor incidents, information is shared at collection
- For head bumps or more significant injuries, parents are contacted by phone during the day
- A copy of the completed report is available on request

6. RIDDOR Reporting

We report serious incidents to the **Health and Safety Executive (HSE)** under RIDDOR if they result in:

- Major injury
- Hospital treatment
- Loss of consciousness

- Absence from work for over 7 days (for staff)
- Dangerous occurrences (e.g. structural failure, fire, etc.)

7. Monitoring and Analysis

- The Club Manager reviews all reports to identify trends or hazards
- Accidents are logged and monitored to improve safety and inform risk assessments
- Near misses are treated seriously and discussed in team meetings

8. Behavioural Incidents

- Incidents involving behaviour (e.g. biting, fighting, bullying) are also recorded and reviewed
- These are addressed in line with the Behaviour Management Policy
- Parents of all children involved are informed sensitively and appropriately

9. Confidentiality

- Accident and incident records are kept confidential and stored securely
- Records are only shared with authorised individuals and external agencies when required

10. Review

This policy is reviewed annually or following a serious incident or change in regulation.

Date of next review: August 2026

Policy lead: Club Manager / Health and Safety Lead