



# Safe Hands Afterschool Club

## Accident & Incident Policy



**Approved by:** Melanie Lawlee

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**Review Date:** 24/03/2027

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### 1. Purpose

Safe Hands Afterschool Club is committed to ensuring the health, safety and wellbeing of all children, staff and visitors. This policy outlines the procedures for managing accidents and incidents in a clear, consistent and compliant manner. It supports the club's duty to safeguard children and meets the **EYFS statutory framework 2025 Safeguarding and Welfare Requirements**, alongside relevant health and safety legislation.

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### 2. Scope

This policy applies to:

- All children attending Safe Hands Afterschool Club
  - All staff, volunteers and students
  - All accidents and incidents occurring on the club's premises or during club activities
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### 3. Legal & Statutory Framework

This policy is informed by:

- **Early Years Foundation Stage (EYFS) statutory framework 2025** – safeguarding and welfare requirements
  - **Health and Safety at Work Act 1974**
  - **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**
  - **Working Together to Safeguard Children 2023**
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### 4. Definitions

**Accident:** An unplanned event that results in injury or harm.

**Incident:** An event that could have caused injury or harm, or affects safety and wellbeing.

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### Accident & Incident Policy



#### 5. Responsibilities

The Manager/Designated Safeguarding Lead (DSL) is responsible for:

- Ensuring this policy is implemented and followed consistently
- Ensuring appropriate first aid provision is in place
- Reviewing accident and incident records and addressing concerns
- Reporting serious incidents to relevant external agencies where required

All staff must:

- Take reasonable steps to prevent accidents and incidents
  - Follow first aid and recording procedures
  - Report all accidents and incidents promptly to management
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#### 6. First Aid Provision

- There is **always at least one recognised first aider on site** who holds a **current paediatric first aid certificate**, in line with EYFS requirements.
  - First aid boxes are clearly labelled, easily accessible and checked regularly to ensure contents are complete and in date.
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#### 7. Recording Accidents and Incidents

- **All accidents and incidents**, however minor, are recorded in the child's Safe Hands Kids Club HQ profile in the **Accident and Incident section** on the same day they occur.
  - Records include:
    - Child's full name
    - Date and time
    - Details of the accident or incident
    - Treatment provided
    - Name of the staff member administering first aid
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#### 8. Informing Parents and Carers

- Where a child receives first aid treatment, **parents or carers will receive a written copy** of the accident or incident record.
  - It is the **child's key person's responsibility** to **verbally explain** the accident or incident to the parent or carer at collection wherever possible.
  - Parents or carers are asked to sign the record to confirm they have been informed.
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#### 9. Serious Accidents and Incidents

- Any serious accident, injury or incident must be reported to the **Manager immediately**.
  - The Manager will ensure:
    - Parents/carers are informed without delay
    - Relevant agencies are notified where required (including Ofsted, RIDDOR or the Local Authority) in line with statutory requirements
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#### 10. Premises, Equipment and Materials

- All accidents or incidents involving the club's **premises, materials or equipment** must be reported to management.
  - Faulty or unsafe equipment will be removed from use immediately and repaired or replaced.
  - Equipment designed to prevent accidents or manage incidents is **regularly checked, properly maintained and recorded**.
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#### 11. Risk Assessments

- **Risk assessments are carried out daily** and reviewed throughout all sessions.
  - These include:
    - Indoor and outdoor environments
    - Equipment and resources
    - Activities provided
  - Identified hazards are addressed promptly to minimise risk and prevent accidents.
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#### 12. Record Keeping

- Accident and incident records are stored securely and retained in line with the club's record retention procedures.
  - Records are made available for inspection by regulatory bodies, including **Ofsted**, upon request.
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#### 13. Training & Awareness

- Staff receive appropriate training in first aid, health and safety, and accident management.
- The Manager/DSL ensures staff are updated on any changes to EYFS requirements or relevant legislation.



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#### 14. Monitoring & Review

This policy will be reviewed annually or sooner if:

- There are changes to EYFS guidance or legislation
- A serious accident or incident occurs

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#### 15. Related Policies

This policy should be read in conjunction with:

- Safeguarding & Child Protection Policy
- Health & Safety Policy
- Staff Behaviour & Medication Policy
- Infection Control Policy