



Accident and Incident Reporting Policy

Safe Hands After School Club is committed to ensuring that the children attending the club do so in a safe environment that is in line with all the relevant legislation. We ensure that

- There is always a recognised first aider who holds a current first aid certificate
- Any accident/incidents are logged in the accident/incident book
- In the case of someone needing first aid treatment the parent/carer receives a written copy of what the accident/incident was and how it was treated.
- It is the child's key persons responsibility to verbally explain accident/incident to parent or carer
- All accidents/incidents involving the club's premises, materials or equipment must be reported to the management.
- All equipment designed to either prevent an incident/accident, or to tackle an accident will be regularly and properly maintained
- Risk assessments are carried out on a daily basis and throughout all sessions

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