

## **ACCIDENTS, EMERGENCIES AND INCIDENTS**

This policy has been devised to outline the procedures we will follow in the event of an accident, emergency or incident and how we will keep all staff, children and visitors safe.

### **Incidents and Accidents**

Where an incident or accident occurs at Kidsize Club Ltd. we will ensure that the necessary steps are taken to ensure the safety of those involved. 'Incidents' include, but are not limited to the following:

- Death of a child
- Fire at the Community Centre
- Break-in, burglary or theft of personal or Kidsize Club Ltd. Property
- Vandalism to Kidsize Club Ltd. property or the Community Centre
- Violence or assault/attack to a member of staff, parent or visitor on the premises
- Critical Incident – any short notice incident not fitting the above

We record incidents on an incident form, and use an accident book for recording accidents including those that are reportable to the Health and Safety Executive. Under RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations) we will report any incidents resulting in major injury, or any dangerous occurrences which could have resulted in a fatality. Our incident book will record the incident circumstances and description, the time and date of the incident, the names of persons involved and signatures of those involved/present. A written incident/injury report will be completed and given to the person picking up the child whenever a child:

- has an illness, accident or injury which requires first aid
- receives a bump or blow to the head
- is transported by the emergency services
- is involved in an unexpected event which jeopardises safety

A first aid trained member of staff is on duty at the premises at all times.

Minor accidents (e.g. grazed knee) to children are reported to parents in writing when parents/carers collect their child - this details what happened and any treatment administered.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981
- is checked monthly by a member of staff and re-stocked as necessary
- is easily accessible to adults
- is kept out of the reach of children.

We have an emergency bag ready at the door during all club times. This bag contains:

- A copy of the Accidents, Emergencies and Incidents Policy

- Fire Evacuation Plan
- Emergency contacts list
- A notepad and pen
- Hi-visibility vests for staff
- A small first aid kit
- Drinking water
- Torch
- First aid 'energy food' such as glucose tablets
- Whistle

In the event that a child, or member of staff, visitor or volunteer become injured at club, the following steps will be taken:

1. A staff member trained in First Aid will assess the injury and either treat the injury or call for medical help. The other staff will ensure the safety and wellbeing of the children and other persons in the area is maintained
2. If an a minor injury has been sustained, a First Aid trained member of staff will administer treatment as appropriate
3. For a more serious injury for example a broken bone or dislocation, first aid will be administered, and the parent will be contacted immediately to assist in deciding an appropriate course of action.
4. If an injury is life threatening, the emergency services will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Parents are required to grant permission for emergency transportation at the time registration forms are submitted. If a child requires emergency transportation, the report will be available within 24 hours.
5. The club Manager will ensure that any and all accidents are recorded in the accident book ensuring that the date, time and circumstances are clearly recorded
6. The club Manager will inform the company director and agree responsibility for reporting to authorities (Care Inspectorate/HSE)
7. Care Inspectorate will be notified within 24 hours of any accident/injury to a child, parent, staff member or volunteer, requiring treatment by a GP Doctor or hospital Doctor. Likewise the Health and Safety Executive in compliance with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations).

### **Death of a child, member of staff, volunteer or parent**

In the event of a death at Kidsize, the manager will ensure that the following steps are taken:

1. The police are immediately informed
2. The parent is informed
3. The other children at the club are appropriately looked after and kept calm
4. Parents will be called to collect children before normal closing time, and additional staff will be called in to help look after the children if necessary
5. The Company Director will be called as soon as possible
6. The time, date and circumstances are recorded in the incident book

7. Care Inspectorate are informed as soon as possible
8. The Health and Safety Executive will be informed in compliance with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations)

### **Reporting of Incidents that occurred out with Kidsize**

Should a child suffer an injury when not in the care of the club, we request that parents inform a senior staff member of any such incident so we may ensure we safeguard the child appropriately. For example a child may have taken a fall and hit their head that morning before leaving home with no apparent harm caused, but may subsequently suffer symptoms of concussion. Informing us of the injury can help us to keep an eye out for delayed symptoms. Any incident reported will be logged in the incident book, detailing the nature of the incident, time and date, and signed by the parent/carer as well as staff member.

### **Emergency Evacuation**

In the event of an emergency evacuation due to fire, weather conditions, utility emergencies, etc., the children will walk to a designated emergency destination - Kingswells Primary School Playground. The emergency bag will be grabbed before leaving the building. Parents will be contacted as soon as possible. If a parent cannot be reached, the emergency contacts listed on the registration form will be called.

In the event of a fire at Kidsize Out of School Club, the Fire Evacuation procedure will be followed - this can be found in our policy folder at club or online at <https://www.kidsizeltd.com/policies-documents>

### **Break-in, burglary or theft of personal or the Kidsize property**

The community centre is open to public from 9:15am until 4:20pm at which point the doors are locked and the building is only accessible to service users. Kidsize has sole use of the the whole building during the hours of 7am - 9am and has sole use of the upstairs room from 3pm - 6pm. Staff will ensure that at the end of each day the premises is securely locked checking all windows, the kitchen door and the front door on leaving. In the event of a burglary or theft the police will be informed immediately and given access the the centre's CCTV cameras. The club Manager will record the following on an incident form:

1. Description of the item(s) stolen, time, date and circumstances providing as much detail as possible together with any details of a police visit to the premises
2. Crime number given by the police when the incident is reported
3. Contact the company with details for the insurance company to be contacted.

### **Vandalism to Kidsize property or the Community Centre**

In the event that vandalism occurs to Kidsize property the following steps will be taken:

1. Club Manager record the details of the incident, noting the time, date and nature of the vandalism
2. Club Manager will contact the police to report the incident. The crime number will be noted in the incident book
3. Club Manager will assess the safety of the children as a result of the vandalism and will make a decision to either continue the session, close part of the premises for repairs, ensuring that the children are kept safe and isolated from any unsafe areas or close the nursery immediately if it is not safe to continue
4. Club Manager will take photographs of the vandalism
5. Club Manager will contact the insurance company to pursue any claims as necessary

### **Violence or assault/attack to a member of staff, parent or visitor on the premises**

If a person or child is physically attacked an offence will have been committed. The degree of injury will reflect whether the incident is a common assault (which does not involve cuts or bruises or fractures) or an assault occasioning actual bodily harm (cuts requiring medical treatment, fractures, temporary loss of sensory functions).

In the event of violence or assault, the company director, Care Inspectorate and the police must be informed:

1. the incident will be recorded in the incident book, detailing the time, date and what happened, who was involved and the circumstances. This should be signed by all persons involved; NOTE – if a child has been injured the procedures in the safeguarding children policy must also be followed and the Joint Child Protection Unit must be notified
2. if injury has been sustained that required medical treatment (beyond that of first aid) an ambulance will be called
3. the safety of the children will be secured, with the children appropriately looked after, moved to a safe part of the building and kept calm – if necessary parents may be called in to take their children home early
4. Club Manager will contact the police to report the incident and will record the crime number in the incident book
5. if appropriate first aid will be administered by the registered first aider
6. In the event that abusive behaviour is displayed it is advisable for another member of staff to witness the incident. The exact timings and nature of abuse should be recorded on an incident form and reported to the police.

### **What to do in the event of a critical incident**

In the event of a critical incident i.e. closure of the premises due to adverse weather conditions, heating failure, flood or closure due to nearby road or severe traffic jam the following procedure will be followed:

- The safety and well being of the children will be of paramount importance.

- In the event that we need to evacuate the building current fire procedures will be activated – please refer to our Fire Evacuation Procedure.
- After emergency services have been contacted all efforts will then be made to contact parents/carers or emergency contact numbers.
- As many staff as possible would stay with the children for as long as necessary. No child would ever be left without a member of staff with them.
- In the event of a critical incident where an evacuation is required and we cannot re-enter the building we will do our best to contact parents/carers first and then emergency contacts. If we cannot get hold of any contacts by the time all other children have been picked up or a significant amount of time has passed. Your child will have to be taken home with a senior staff member, the police will be phoned and social services will be informed of the staff members address and name of child.
- If Kidsize Club Ltd needs to close, all efforts will be made to inform parents before the club is next due to open. Staff will attempt to ring parents and put notices on the exterior doors if possible.

It is impossible for Kidsize to plan for every emergency which may arise, however, every effort will be made for the safety and convenience of all Kidsize Out of School Club children and their families.

If you need to contact Kidsize Club Ltd. in the event of an emergency please phone the following numbers in order:

1. Kidsize Club Phone: 07904094758
2. Manager **Jenna Millar**: 07446854441
3. Depute Manager **Belle Rose**: 07535424993
4. Company Director **Corinne Millar**: 07462695505

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**By:** Jenna Millar