

Accident and Incident Policy

Review date	Reviewed by	Amendments	SGT review of amendments
30/9/25	EH	Full review of policy	

Date for next review: September 2026

1. Guiding Principles

The School is committed to providing a learning environment where every individual is valued, respected, and supported to thrive. We aim to cultivate:

- 1.1. Self-respect and respect for others
- 1.2. Self-awareness and emotional understanding
- 1.3. Confidence, resilience, and self-discipline
- 1.4. Empathy, kindness and social responsibility

Our approach to managing accidents and incidents reflects these aims. We support pupils to learn from experiences, repair relationships, and restore harmony when difficulties arise.

2. Purpose of this Policy

This policy ensures that:

- 2.1. All accidents and incidents are responded to promptly and safely
- 2.2. Children and adults are treated with care, dignity and understanding

- 2.3. Records are kept in line with legal and safeguarding requirements
- 2.4. Parents/carers are informed appropriately
- 2.5. Leadership maintains oversight to identify patterns and safeguard wellbeing

3. Definitions

- 3.1. **Accident:** An unplanned event resulting in injury or potential injury (e.g., fall, equipment-related injury).
- 3.2. **Incident:** Events causing emotional distress, conflict, harm to others or property, or behaviour that raises concern (e.g., argument, physical disagreement, emotional crisis).
- 3.3. **Serious Incident:** Any incident involving physical intervention, significant harm, repeated unsafe behaviour, or a safeguarding concern.

4. Immediate Response Procedure

4.1. Ensure Safety

- 4.1.1. Stop the activity if needed.
- 4.1.2. Move individuals to a safe space.
- 4.1.3. Provide reassurance and emotional support.

4.2. Provide First Aid (Accidents)

- 4.2.1. A qualified First Aider should assess injuries.
- 4.2.2. Record treatment in the **Accident Book**.

4.3. Incidents

- 4.3.1. Speak calmly with those involved, individually where appropriate.

4.3.2. Allow children time to express what happened in their own words.

4.4. Restore and Repair

4.4.1. Support children to understand feelings and impact.

4.4.2. Guide them in making amends where possible.

5. Recording Requirements

Type of Event	Where Recorded	Who Records	Parent Informed?
Accident (minor injury)	Accident Book	First Aider / staff member	Yes, same day
Behaviour/Emotional Incident	Safeguarding incident log	Class Teacher / DSL if required	Usually same day
Physical Intervention Used	Physical Intervention Record Form (incident form)	Staff involved + DSL	Yes, same day
Serious Injury / Hospital Visit	Accident Book + RIDDOR (if applicable)	DSL / SLT	Immediate contact
Safeguarding Concern	Safeguarding Log + DSL referral (MARF or CCAT call)	Any staff member → DSL	Immediate contact

6. Communication with Parents/Carers

Parents/carers should be informed:

- 6.1. **Same day** for accidents or incidents affecting their child
- 6.2. **Immediately** for serious events, injuries, or safeguarding concerns
- 6.3. Communication may be in person or by telephone, **not solely** by email

Conversations should be **factual, calm and supportive**.

7. Follow-Up & Review

The Class Teacher and/or DSL will:

- 7.1. Monitor patterns of repeated incidents (DSL)
- 7.2. Put in place support strategies if required (Class Teacher)
- 7.3. Involve external agencies where appropriate (e.g., School Nurse, Local Authority)
- 7.4. Consider whether a Support Plan or Behaviour Support Plan is needed

8. Leadership Oversight

The DSL and leadership review:

- 8.1. Accident Book entries (half-termly)
- 8.2. Incident and safeguarding logs (ongoing and half-termly audits)
- 8.3. Physical intervention records (each occurrence)
- 8.4. Any emerging concerns will be discussed with relevant staff and, where necessary, parents/carers.

9. Related Policies

This policy should be read alongside:

- 9.1. Safeguarding / Child Protection Policy
- 9.2. Positive Behaviour Policy
- 9.3. First Aid Policy
- 9.4. Health and Safety Policy
- 9.5. Physical Intervention/Positive Handling Policy
- 9.6. Code of Conduct

10. Policy Review

- 10.1. This policy will be reviewed **annually**, or sooner if:
- 10.2. Guidance from Welsh Government changes

10.3. Practice or staffing changes

11. A significant incident prompts amendment

The above policy and procedures have been agreed by:

The School Management Team	The School Governance Team
Signature	Signature
EMILY HOPFINGER	
Date: 27/10/25	Date: