



KidzQuest Incident and Accident Policy

1. Policy Overview

KidzQuest Activity Camps are dedicated to providing a safe and secure environment for all children, staff, and visitors. This Incident and Accident Policy outlines the procedures KidzQuest follows to respond to accidents, incidents, and near misses. It ensures that all situations are managed effectively, recorded accurately, and that appropriate action is taken to prevent recurrence.

2. Policy Aims

The aims of this policy are to:

- Ensure a prompt, safe, and effective response to any accidents or incidents.
- Record and report all accidents, incidents, and near misses in compliance with legal requirements.
- Analyse accidents and incidents to identify potential risks and implement preventive measures.
- Maintain open communication with parents/guardians regarding any accidents involving their children.

3. Definitions

- **Accident:** An unforeseen event that results in injury or harm to an individual.
- **Incident:** Any event that could potentially cause harm, including near misses (an event where no injury occurred but could have).
- **Near Miss:** An unplanned event that did not result in injury or damage but had the potential to do so.

4. Responsibilities

4.1. Camp Directors (Steven French and Laura French)

- Oversee the implementation of the Incident and Accident Policy.
- Ensure that all staff are trained in incident and accident procedures.
- Review all accident and incident reports and take action to prevent recurrence.
- Report serious incidents to the appropriate external authorities (e.g., RIDDOR, Ofsted).

4.2. Designated Safeguarding Lead (Steven French)

- Lead investigations into any incidents involving child welfare or safeguarding concerns.
- Liaise with parents/guardians and external agencies when required.

4.3. Staff and Volunteers

- Follow the correct procedures for responding to and reporting accidents and incidents.
- Ensure the safety and well-being of children at all times.
- Report any hazards, near misses, or concerns to the Camp Directors immediately.



5. Responding to Accidents and Incidents

- Staff must prioritise the safety and welfare of the affected individual(s). Basic first aid should be administered as necessary by a qualified First Aider.
- If the accident is serious (e.g., head injury, suspected broken bone, severe allergic reaction), emergency services must be contacted immediately by calling 999.
- The Designated Safeguarding Lead must be informed of any incidents involving child protection concerns or significant injuries.

6. First Aid Procedures

- KidzQuest will have at least one qualified First Aider on-site at all times during camp operations.
- A well-stocked first aid kit will be maintained at the camp and checked regularly to ensure all supplies are available.
- Staff administering first aid must record the details of the incident, treatment given, and any follow-up actions required.

7. Incident and Accident Reporting

- All accidents, incidents, and near misses must be recorded in the **Incident and Accident Log**. The report should include:
 - Date, time, and location of the accident/incident
 - Names of individuals involved
 - Description of the event and any injuries sustained
 - Actions taken, including first aid administered
 - Names of staff members who responded to the incident
- Parents/guardians will be informed of any accidents or incidents involving their child as soon as possible, especially if medical treatment was required.

8. External Reporting (RIDDOR)

- KidzQuest will comply with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**. Serious incidents, including fractures, major injuries, or any event requiring hospital treatment, will be reported to the Health and Safety Executive (HSE).
- The Camp Directors are responsible for completing the RIDDOR report and submitting it within the legally required timeframe.



9. Communicating with Parents/Guardians

- For minor injuries (e.g., small cuts, grazes), parents/guardians will be informed at the time of collection and provided with a written summary of the incident.
- For more serious injuries or incidents, parents/guardians will be contacted immediately via phone. The nature of the incident, actions taken, and any follow-up care required will be discussed in detail.
- KidzQuest values transparency and will keep parents/guardians informed of any steps taken to address the issue and prevent similar occurrences in the future.

10. Investigation and Follow-Up

- The Camp Directors will review all incident and accident reports to identify patterns or recurring issues. Where necessary, additional risk assessments will be conducted, and preventive measures will be implemented.
- If an investigation is required (e.g., for serious incidents or safeguarding concerns), the Designated Safeguarding Lead will lead the process, ensuring that all findings are documented, and appropriate actions are taken.

11. Monitoring and Reviewing

- The Incident and Accident Log will be reviewed regularly by the Camp Directors to monitor trends and identify areas for improvement in health and safety practices.
- Lessons learned from incidents and accidents will be shared with staff during training sessions and team meetings.
- This policy will be reviewed annually or as necessary to reflect changes in legislation, camp operations, or identified risks.

12. Policy Review

This Incident and Accident Policy will be reviewed annually or in response to any major incident or legislative change. Feedback from staff, parents/guardians, and external agencies will be considered to ensure the policy remains effective and up to date.