SOOSCC Version 3 October 2023

(SCIO)

**ACCIDENTS & INCIDENTS POLICY**

Group Name: Springfield Out of School Care Club (SCIO)

Address of Premises: 141, Springfield Road

 Linlithgow

 Eh49 7sn

Policy Reviewed: October 2023

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_Kevin Dorrian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson

Springfield Out of School Care Club is committed to ensuring that all children attending Club do so in a safe & secure environment that is in line with all relevant legislation. Health and Safety at Work Act 1974. To this end the Club's management will ensure that:

The Club has a Health & Safety policy that involves the use of regular risk assessment and regular maintenance of premises and equipment.

The Club management and appropriate staff are knowledgeable about relevant health & safety legislation and their responsibilities in law.

There will be at least one staff member on duty always whom holds a recognised First Aid Certificate.

An Accidents & Incidents recording book is available each time the Club is operational.

All accidents/incidents involving children/ staff anyone within in Club premises are recorded and written accurately, dated and signed by the staff member adhering to the Club’s confidentiality policy and Data Protection Act 2018 and GDPR.

All accidents/incidents are verbally explained to parents/carers and written copy available.

Serious accidents/incidents must be logged to Care Inspectorate within 24 hours, and in extreme circumstances reported to RIDDOR (2013)

Helen Anderson