



# Accident & Incident Policy

## Policy Statement

Play, Learn, Grow! Cannock is committed to providing a safe environment for all babies, parents and caregivers attending sessions. Despite all reasonable precautions being taken, accidents may occasionally occur. This policy outlines the procedures followed in the event of an accident, injury, incident or near miss.

Due to the parent-accompanied nature of sessions, parents and caregivers remain responsible for supervising their baby at all times. However, appropriate support will be provided and all accidents or incidents will be handled calmly, professionally and appropriately.

## Definition of Accident and Incident

An accident refers to an unplanned event that results in injury to a baby, parent, caregiver or the session leader.

An incident refers to an unplanned event that does not result in injury but may involve unsafe behaviour, equipment failure, or a situation that could have caused harm.

Near misses may also be recorded where appropriate to support ongoing safety improvements.

## Responding to an Accident

If an accident occurs:

- Parent or caregiver remains with their baby
- Situation assessed immediately
- First aid offered where appropriate
- Parent informed immediately
- Area made safe if necessary
- Other attendees moved if required
- Equipment removed if involved
- Accident recorded where appropriate

The wellbeing of the child will always be the priority.

## Serious Accidents

In the event of a serious accident:

- Emergency services will be contacted immediately if required
- Parent or caregiver remains with baby
- Session may be paused
- Area cleared for safety
- Venue staff alerted if available
- Other families directed calmly
- Incident recorded following event

Emergency contact details may be used if necessary.



## **Minor Accidents**

Minor accidents may include:

- Small bumps
- Slips
- Trips
- Minor falls
- Minor contact with equipment

In these situations:

- Baby remains with parent or caregiver
- Basic first aid offered where appropriate
- Incident recorded if necessary

Parents decide whether further medical advice is required.

## **Incidents**

Incidents that may be recorded include:

- Unsafe behaviour
- Equipment malfunction
- Trip hazards identified
- Spillages
- Environmental concerns
- Behaviour of attendees that may pose risk
- Safeguarding-related concerns

Where appropriate, steps will be taken to reduce risk and prevent recurrence.

## **Recording Accidents and Incidents**

Accidents and incidents may be recorded to ensure appropriate documentation and to support safe practice. Records may include:

- Date and time
- Name of child where appropriate
- Description of accident or incident
- Location within session
- Action taken
- Outcome
- Parent acknowledgement where appropriate

Records are stored securely and treated confidentially.

## **Head Injuries**

If a baby sustains a head injury:

- Parent or caregiver informed immediately
- Baby remains with parent
- Baby monitored
- Accident recorded
- Parent decides on further medical advice



Emergency services will be contacted if the injury appears serious.

### **Equipment Involved in an Accident**

If equipment is involved in an accident:

- Equipment removed immediately
- Checked for damage
- Not used until safe
- Layout reviewed if required

This helps prevent recurrence.

### **Illness During Session**

If a baby becomes unwell during a session:

- Parent remains responsible for care
- Parent may leave session if necessary
- Area cleaned if required
- Incident recorded where appropriate

This helps protect other attendees.

### **Parent Responsibilities**

Parents and caregivers are responsible for:

- Supervising their baby at all times
- Informing of any injury
- Supporting safe participation
- Following safety guidance
- Remaining with baby following an accident

Babies must not be left unattended.

### **Reviewing Accidents and Incidents**

Where necessary, accidents and incidents will be reviewed to:

- Identify patterns
- Improve layout
- Adjust equipment
- Update risk assessments
- Improve safety procedures

### **Confidentiality**

All accident and incident records are treated confidentially and stored securely. Information will only be shared where necessary.

### **Commitment**

Play, Learn, Grow! Cannock is committed to responding promptly and appropriately to accidents and incidents and to continually reviewing practices to maintain a safe environment for all babies, parents and caregivers attending sessions.



**Date of Policy: April 2026**

**Date of Policy Renewal: April 2027**

Signed: Rebecca Marfell

8<sup>th</sup> April 2026