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Substantive changes since last review:	N/A	

Incident Reporting Policy

Accidents or First Aid Incidents

Any accident resulting in injury or 'near miss', or the administration of first aid, should be reported in the first aid accident book.

- Accident book should be completed by the injured person or a staff member on their behalf (someone who witnessed the accident or if first aid was administered, by the first aid responsible person)
- The tear out copy should be handed to the Centre Health and Safety Coordinator to file securely.
- The Centre Health and Safety Coordinator will review the entries quarterly to identify patterns or particular hazards and implement any necessary changes.
- The Centre Health and Safety Coordinator is responsible for reporting any accidents to HSE under RIDDOR (see Health and Safety policy).
- Any accident involving young people under the age of 16 requiring first aid, should be reported to a parent/carer and any other interested party e.g. social services.

See Appendix A for further guidance on completing the accident book.

Safeguarding and Child Protection Incidents

Any incident that falls within the remit of child protection should be reported via CPOMS, following the guidelines in the Safeguarding policy. Reports may be required to agencies such as the police or children's social care as appropriate.

Serious Behaviour Incidents

Any behaviour incidents where young people or staff are harmed (e.g. fighting, assault, physical aggression), or where there is physical contact (including restraint), or where there is damage to property, or where a crime has taken place (e.g. sexual misconduct, theft, supplying drugs) are classed as serious behaviour incidents. All incidents of unacceptable behaviour should be recorded using CPOMS. Information entered using this form that is classed as 'serious' behaviour types will automatically trigger oversight by a senior leader within Acorn and details will be collated separately for analysis and response. The sanctions and interventions applied must be recorded for all unacceptable behaviour, using this form. Reports may be required to agencies such as the police, children's social care as appropriate. Parents/carers and referrers should be informed of all serious behaviour incidents.

Bullying

Bullying is defined as behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally and that is difficult for victims to defend themselves against. Although the definition of bullying refers to the repetition of bullying behaviour over time, it is crucial to recognise, challenge and

record all single incidents of bullying behaviour, including where a young person makes malicious derogatory or discriminatory remarks about another person. All such incidents must be recorded including identifying their type, using CPOMS. As with all records of unacceptable behaviour, staff will also record the sanctions and interventions applied.

Exclusions

Where a young person's behaviour results in an exclusion, this must be recorded as a sanction on CPOMS. Information about exclusions can be collated and analysed using this system.

Assessment of risk following incidents

Following the analysis of the types of incidents listed above, and where necessary, as an action following some individual incidents, staff should consider introducing or amending risk assessments to lower any potential risk.

Reporting to Leaders and Managers (including those in governance)

Heads of Centre will be asked to report key findings and actions which have arisen from the types of incidents listed above to the Centre Support Team during termly Centre Support Team meetings.

Appendix A – Accident Recording Guidance

In case of any accident at an Acorn Centre please follow the guidelines below:

The injured person or someone on their behalf (someone who witnessed the incident or someone who administered first aid) should complete an accident record.

- The accident record must be numbered
- The tear-off slip at the top must also be completed
- All sections must be completed.

Details of who is responsible at the centre for the safekeeping of accident records should be written on the accident book.

Accident records should be torn out and handed to the responsible person, who will store the record in a folder and keep it secure in a lockable cupboard.

All accident records and accident books (stubs need to be kept for books that are no longer current) should be held for a minimum of 3 years.