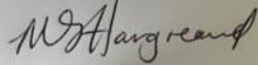


ST PHILIP'S CE PRIMARY ACADEMY ACCIDENT REPORTING POLICY

Date of Policy:	March 2024	Signed:  Headteacher: M.Hargreaves Chair of Governors: Denise Poole
Review date:	March 2026	

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Safeguarding Statement

At St Philip's Primary Academy, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all academy activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at St Philip's Primary Academy. We recognise our responsibility to safeguard all who access the academy and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

Vision Statement

Fostering curiosity and a love of learning is at the heart of our teaching. Broadening horizons enables all children to flourish and be fulfilled. Successes are celebrated and failure learned from, allowing us to shine through challenges. Together, we develop qualities of character necessary to be positive future citizens.

Our Values

At St Philip's CE Primary Academy we pride ourselves on developing a positive ethos built on the foundations of the Christian faith, whilst taking into consideration that most of our pupils, staff and community follow the faith of Islam. We endeavour to ensure we are always **'Working together with hope in our hearts'**

This ethos is based on the following values that, as stakeholders, we all aim to uphold:

Value 1: NURTURING

We demonstrate kindness and caring towards each other so that we can find happiness and fulfilment. We promote and support children's wellbeing to support their growth and development.

Value 2: OPTIMISTIC

We believe that having a positive attitude towards situations enables us to be forward thinking and supports us in our goal of providing a good and better education for all of our pupils.

Value 3: ASPIRATIONAL

We have high aspirations for the futures of the children in our Academy. Through a high-quality curriculum and planning of lessons that are specifically tailored for our pupils, they will have the opportunity to achieve and surpass their potential.

Value 4: HOPEFUL

The value of hope is interwoven into our teaching and is an expression of our faith. Hope supports our spirituality, and through that, virtues such

as forgiveness, empathy and compassion come to the fore.

Value 5: SINCERE

We are united as a whole to ensure integrity, honesty and trust are maintained. This quality within our academy means that we follow our values to ensure that we always do our best for pupils, staff and community.

Value 6: ASSURED

Our goal is to see our pupils confident, armed with independence and conviction, echoing 'Let your light shine' - Matthew 5:16

Value 7: RESPECTFUL

All members of our academy, including pupils, staff, governors, visitors and the wider community, should be treated with respect. We hold politeness in high regard and we are accepting of each individual's uniqueness.

Value 8: KNOWLEDGEABLE

By fostering resilience, collaboration and risk-taking, we craft an environment where pupils are ready to be lifelong learners.

Introduction

It is the duty of staff under the Health and Safety at Work Act to report all accidents, incidents and dangerous occurrences, however minor, which occur at School. This responsibility extends to incidents involving children, students, contractors, visitors and other members of the public as well as employees.

Definitions

Accident Types:

Accident - An incident where an employee or non-employee is injured as a result of work and/or there is damage to equipment, property or premises.

The term 'employee' includes part-time, temporary or casual staff; trainees and other self-employed person working on site.

The term 'non-employee' includes pupils and members of the public.

Near Miss - An unplanned event that did not result in injury, illness or damage – but had the potential to do so. Near misses are warnings of potential accidents and must be reported.

Dangerous Occurrence - An incident with the potential to cause injury to a person and/or damage to equipment, property and premises which must be reported to the Health and Safety Executive (HSE).

This includes situations such as the accidental release of substances which may damage the health of any person (e.g. Chemical inhalation) and electrical short circuits or overload causing fire or explosion.

Violent Incident - Where an employee is exposed to verbal or physical assault, abuse, or harassment which may or may not result in injury, illness or damage.

Reporting Procedure

The levels of reporting;

- a) Locally within the school (AB1) (Pupil accident book)
- b) To BDAT via the RIF1 form or NEAR MISS FORM
- c) To the Health and Safety Executive (RIDDOR, this is done by BDAT on behalf of the school)

a) Locally within the school

As soon as practicable after an incident, the details should be reported, either verbally or in writing.

Minor incidents (such as playground falls requiring no or nominal first aid treatment) should be recorded in the school's own accident book. All incidents reported to parents will be recorded on CPOMs.

All other injuries and violent incidents should be reported both locally and to BDAT and the Police if needed.

Where violent or abusive incidents occur as a result of actions or behaviour of an adult then a Log/statement needs to be created.

The circumstances of an accident/incident should be investigated at the earliest opportunity. Where remedial or protective action is required, then this should be carried out without delay.

b) Reporting to BDAT

The Headteacher or SBM must report the following accidents to BDAT as soon as reasonably practicable (RIDDOR, Reportable accidents need to be notified immediately).

All Accidents/incidents involving employees.

Pupil Accidents/incidents requiring more significant first aid and those linked to the condition of the premises, equipment or as a result of a curriculum session.

c) To the Health and Safety Executive (HSE)

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) place duties on employers to report accidents.

Accidents which result in death or major injury must be reported immediately.

Major injuries include:-

- The death of any person as a result of an accident at work.
- Any fracture.
- Amputation of any limb, finger or toe.
- Dislocation of shoulder, hip, knee or spine.
- Any injury to an eye.
- Any injury to the head, however minor.
- Loss of consciousness.
- Any accident where the injured person is taken straight to hospital (by ambulance or by a member of staff)
- Any accident involving specialist equipment e.g., PE.

Review

This policy will be reviewed annually.