



Signed..... *C.H. Knight*

Reviewed on 24th November 2020

To be reviewed November 2022

WOODFORD VALLEY CE PRIMARY ACADEMY

ACCIDENT & INCIDENT INVESTIGATION AND REPORTING POLICY & GUIDANCE

This School is committed to creating the ethos in which children can grow towards Christian life, love and learning.

*'And now I give you a new commandment: love one another. As I have loved you, so you must love one another. If you have love for one another, then everyone will know that you are my disciples.'
John 34-35*

This policy is to read in conjunction with all relevant school policies – especially the Child Protection Policy and Behaviour Policy.

Woodford Valley Primary Academy is committed to providing an environment during school hours, on school site and on school outings which is as healthy and as safe as possible for its children, staff and visitors. However, accidents and incidents do happen and there is a statutory requirement to report all serious accidents, dangerous occurrences and instances of occupational ill health to the Health & Safety Executive (HSE). The school also has a duty to investigate and report accidents and incidents. Accidents and incidents must be reported for monitoring and investigation, to ensure that procedures are in place to prevent, as far as possible, similar accidents happening.

How to Report

If an accident happens to either a child or adult, an accident form should be filled in. These forms are held in the office.

ACCIDENT PROCEDURE

If a child has a minor injury i.e. minor cuts and grazes:

- Administer first aid by a qualified first aider.
- Record details on the Accident Form
- Allow the child time to recover in a quiet place with supervision

If a child has a head injury:

- Administer first aid by a qualified first aider
- Inform member of staff working with child/ key-worker
- Record details on Accident Form and Bumped Head Form
- Parent/guardian emailed about the accident
- The general principle is that a child who has a head injury needs observing for 24 hours, and this is best done at home. If deemed more serious: a higher qualified first aider should be consulted. Action should be recorded and the teacher informed
- An ambulance should be called in cases of serious head injury. When the child is taken to hospital a member of staff should accompany them unless the parent arrives before the ambulance departs.

If a child is ill and needs to go home:

- Only the head teacher or class teacher can authorise parents to be contacted.
- Children must be signed out on the registers and in the book in reception.
- Parents must collect the child asap after receiving the call from the school.
- During COVID 19, if a pupil shows symptoms, they will be taken to the isolation room and the COVID procedures will be followed (see COVID 19 risk assessment)

In the case of a more serious injury:

- Apply first aid by a qualified first aider **do not** leave the child
- Ambulance to be called by teacher or Senior member of staff.
- Contact the H/T, or if not available, senior member of staff.
- Child and staff member to meet parent at Casualty unless parents arrive at the school before ambulance departs.
- Parents to be contacted by teacher or Senior member of staff if necessary
- Lists of children with severe allergies and special requirements are posted at all first aid posts and in the office.
- Should a serious injury occur, particularly if there is any suspicion of a back or neck injury or a broken bone, the casualty should **not** be moved.
- Child's 'All About Me form', bag and accident form should be taken to the hospital.

In the case of a serious accident involving hospitalisation, an accident form should be completed by the person managing the incident and the white copy of the form must be forwarded to the Health & Safety Team at the County Hall within 5 working days. The other copies of the Report Form should be kept filed in the admin office.

A full risk assessment must be completed by the Health and Safety Co-ordinator. The reporting procedures under RIDDOR must be followed and Ofsted informed of an injury requiring hospitalisation.

If an adult has an accident:

- Follow the appropriate elements of the above procedure. If any injury is caused maliciously by another, a separate report should be filed. Forms can be obtained from a Senior member of staff in the school.

What should be reported?

- All accidents.
- Damage i.e. an incident that has resulted in damage or destruction of property or resources. The damage may be covered by an insurance policy.
- Near miss i.e. an incident which could have resulted in any of the above.
- Ill health which could have been caused or aggravated by work.
- Violent, aggressive or threatening behaviour (VATB) – any incident, verbal or physical, in which a person is abused, threatened or assaulted in circumstances related to their work for the school (Behaviour Policy)

Immediate Management Action following a serious or fatal accident:

Where the injuries received result in the death of a child, employee or member of the public, the following additional people should be notified:

- The Health & Safety Team at Wiltshire Council. They will give advice as to whom else to contact.
- Headteacher or person in charge who will notify the Chair of Governors.
- The Police if advised to do so by the Health & Safety Team.
- The Public Relations Section (Strategic Services).

Follow-up Action:

- Statements from witnesses to the accident and other relevant persons must be taken as soon as possible; if Health & Safety Officers are unavailable to attend immediately, the Senior Manager present or persons nominated by him/her will take statements while details are fresh in the witnesses' mind.
- The Health & Safety Team will carry out an on-site investigation in conjunction with other Council Officials as considered necessary. A report will be circulated to the appropriate Directors and Chief Executive. A senior person from the Legal Section will also attend any subsequent inquest and/or legal proceedings.
- Initial contact from the media must be referred to the Public Relations Section. If more detailed information is requested thereafter, no comments should be made without prior approval.

- The Head teacher should, wherever possible, make him or herself available to visit the next of kin after the prior approval of the Council's Health & Safety Team.

Monitoring and Review

This policy will be reviewed by the Buildings and Sites committee and will be signed off by a member of the committee.



Woodford Valley C.E Primary Academy

This School is committed to creating the ethos in which children can grow towards Christian life, love and learning.

'And now I give you a new commandment: love one another. As I have loved you, so you must love one another. If you have love for one another, then everyone will know that you are my disciples.'

John 34-35

The Young Carers Charter

Everybody has rights and responsibilities. The Young Carers Charter was drawn up by the Princess Royal Trust for carers. It sets out the rights to which young carers are entitled.

The Charter

'We are children and young people who are also carers. We want people to recognise this. We believe we should have the same rights as other children and young people' including the rights;

- To be children and young people as well as carers
- To attend schools and colleges that give us the help we need to get an education
- To have fun, friends and time off from caring
- To have a well-supported family life
- To have practical help and support
- To a safe environment and protection from harm, including any harm that our caring role could cause us
- To services that value our different backgrounds, culture, religion, race , gender and sexuality
- To be listened to
- To an assessment of what we need as individuals
- To be involved when people make decisions which affect our lives
- To have a wide range of information that would help us
- To someone who will help us have a voice (advocacy)
- To understand how things work and how to complain if we want to
- To choose how much caring we do, and
- To become independent adults

We are a school that recognises, supports and ensures young carers enjoy these rights.

Signed *R. Cannon*.....Head teacher

Signed *C.H. Knight*.....Chair of Governors

3/12/20

School Young Carers Policy

Woodford Valley CE Primary Academy (PRU or Service) is committed to enabling young carers to access education and support. This policy aims to ensure young carers at this school are identified and offered appropriate support to access the education and other services to which they are entitled.

Definition

Young carers are children and young people who provide care to another family member. The level of care they provide would usually be undertaken by an adult and as a result of this they take on a level of responsibility that is inappropriate to their age and development. This is likely to have a significant impact on their childhood experiences.

The person they look after will have one or more of the following;

- Physical disability
- Sensory disability
- Learning disability
- Mental health problem
- Chronic illness
- Substance misuse problem

Caring Tasks

A young carer will take on additional responsibilities to those appropriate to their age and development. A young carer might be providing the main care or share responsibilities with another family member. The caring tasks that a young carer has to deal with can range from

- Nursing care- giving medication, injections, changing dressings, assisting with mobility etc.
- Personal intimate care – washing dressing, feeding and helping with toilet requirements
- Emotional care- being compliant, monitoring the emotional state of the person cared for, listening, being a shoulder to cry on, supporting a patient through depression and trying to cheer them up. In cases where a young carer is supporting an adult with drug/ alcohol misuse problem, they will often take a leading role in trying to keep that person safe
- Domestic care – doing a substantial amount of housework, cooking, shopping, cleaning, laundry, etc.
- Financial care- running the household, bill paying, benefit collection etc.
- Child care- taking responsibility for younger siblings in addition to their other caring responsibilities
- Communication and Interpreting- communicating on behalf of an adult or family member with agencies/services and interpreting for a language or sensory impairment

Possible effect on Education

Woodford Valley acknowledges that there are likely to be young carers among its pupils, and that being a young carer can have an adverse effect on a young person's access to education and attainment.

Because of their responsibilities at home, a young carer might;

- Have erratic and poor school attendance
- Arrive late at school
- Decline in academic achievement
- Not complete homework
- Not attend out of school activities or school trips
- Lack motivation
- Have back problems, aches and pains patterns of being generally unwell
- Appear withdrawn, isolated from peers, have difficulties socialising

- Show anxiety, depression, anger, self-harming behaviour
- Have poor concentration (due to worrying about the person who is cared for)
- Have poor home/school relationship
- Have parents who do not attend parents evening or lack of overall contact with school
- Have false signs of maturity, assuming an adult role in social situations or have difficulty enjoying childhood activities

Support Offered

Woodford Valley acknowledges that young carers may need extra support to ensure they have equal access to education and opportunities offered through the life of a school. Through this policy, school is giving the message that young carers' education and school experience is important.

The designated school lead for young carers is Mrs Donna Young who will liaise with relevant colleagues and other relevant agencies with the consent of the young carer. All pupils will be made aware of the designated link.

Woodford Valley will ensure that appropriate information is shared with school staff in order that there is an awareness of the young carer's situation.

Woodford Valley will provide young carers with opportunities to speak to someone in private and will not discuss their situation in front of their peers.

Woodford Valley appreciates that young carers will not discuss their family situation unless they feel comfortable. The young person's caring role will be acknowledged and respected.

Woodford Valley will treat young carers in a sensitive and child-centred way, upholding confidentiality.

Woodford Valley will ensure young carers can access all available support services in school and other appropriate services/agencies.

Woodford Valley will follow safeguarding procedures regarding any young carer at risk of significant harm due to inappropriate levels of caring.

Woodford Valley will promote discussion and learning in all areas of the curriculum to facilitate fuller understanding, acceptance of and respect for, the issues surrounding illness, disability and caring.

Woodford Valley recognises that flexibility may be needed when responding to the needs of young carers. Available provision includes (but is not limited to);

- Access to a telephone during breaks and lunchtime, to phone home
- Negotiable deadlines for homework/coursework (when needed)
- Access to homework clubs (where these are available)
- Lunchtime detentions rather than after school detentions (where possible)
- Arrangements for schoolwork to be sent home (where there is a genuine crisis)
- Any approved absence for a young carer will be limited (DfES 2006)
- Access for parents with impaired mobility
- Alternative communication options for parents who are sensory impaired or housebound
- Advice to parents if there are difficulties in transporting a young carer to school
- Permission from a responsible adult when collecting a child from school

For further information please contact

Mrs Donna Young (Designated School Lead)

