



## Core Creative Education CIC

# ACCIDENT, INCIDENT & EMERGENCY Policy & Procedure

*Explore - Create - Learn – Grow*

In the event of an Accident, the Education Manager on site (or designated member of staff) will ensure staff and students are safe and stable. Maintaining walkie talkie contact they will then contact the emergency services from the Farmhouse.

Emergency contacts are located in the Staff file for staff and Mentoring File for students and will include: All staff and student contact details, emergency services contacts and emergency vet contact details.

## Accident/ Emergency Procedure

- A contact list of all the students' information will be kept at the Farm office. This will contain parents/ schools contact details, students' medical information and students' doctors contact details and care plans.
- A record of the accident should be completed in the accident book and kept on file. To be signed by the relevant parties.
- A letter/ email will go to parents following any accident and followed up with phone calls.
- The trustees and team at Core will ensure a de-brief and appropriate reporting following any accident or emergency.

## Incident Procedure

- An incident is where a student causes a potential health and safety issue but no issue actually occurs.
- Incidents with students should be recorded as part of the recording process for students in the Daily Staff File.
- Where appropriate a phone call or an email should go to parents/ the school and followed up by the Education Manager or Programme Manager.
- The team at Core will ensure a de-brief and appropriate reporting following any incident.

Accidents, Emergencies and Incidents will be reviewed at each Trustee meeting and procedures reviewed accordingly.

Signed: **Rachelle Green** (Director)

Name: Rachelle Green

Date 1/1/2020

This policy will be reviewed annually, or as and when there are any changes in the law or procedures.