

# Wiltshire Outdoor Learning Team CIC

Challenge, Development, Education & Fun

[www.wolt.org.uk](http://www.wolt.org.uk)

## Incident & Accident Reporting Procedure

If a child is involved in an accident or incident parents/carers and/or the school must be informed before they get home. If parents are not contactable try again later in the afternoon and once again in the evening.

### Accident

- Notification form sent back for parents/carers.
- Complete accident form.
- Send accident form to the director, either photographed and emailed or electronic copy emailed.

**Incident** (*something when parents / school need to be contacted due to hurting self, others or property damage etc.*)

- Notification form sent back for parents/carers.
- Complete incident form.
- Send incident form to the director, either photographed and emailed or electronic copy emailed.

### Physical Intervention (*non restrictive*)

- Notification form sent back for parents/carers.
- Write up in both the incident report and school report.

### Restrictive Physical Intervention (*used as a last resort*)

- Notification form sent back for parents/carers.
- The intervention must be:
  - Recorded on an incident report and sent to the director **AND**
  - Recorded in the Wiltshire Council Restrictive Physical Intervention red book. This must be scanned or photographed and emailed to the director who will email on to [iysreferrals@wiltshire.gov.uk](mailto:iysreferrals@wiltshire.gov.uk) as a **password protected file**.
- Inform parents/carers of the need to use restrictive physical intervention on their child on the **same day**, either face to face or over the phone.
- Inform school on the **same day**.

### Reviewing procedure

- Director to initially review all accidents and incidents. Accidents and incidents will then be reviewed during team meetings.