**Incident, Near Miss, and Accident Policy**

**1. Policy Statement**

Jump Start Therapy CIC is committed to ensuring the health, safety, and welfare of all participants, staff, volunteers, and parents/carers during gymnastics sessions. This policy sets out clear procedures for reporting and managing incidents, near misses, and accidents, so that risks can be minimised and lessons learned.

**2. Scope**

This policy applies to:

* All gymnastics sessions run by Jump Start Therapy CIC at Leigh-on-Mendip Memorial Hall, schools, or other community settings.
* All participants, parents/carers, staff, volunteers, and visitors.

**3. Definitions**

* Accident: An unplanned event causing injury, illness, or damage.
* Incident: An unplanned event which may have caused injury or damage, or could have done so.
* Near Miss: An event that could have caused injury, illness, or damage but did not, either by chance or timely intervention.

**4. Responsibilities**

* Directors: Ensure the policy is implemented, accidents/incidents are recorded, and statutory reporting obligations are met.
* Lead Coach / Occupational Therapist: Ensure immediate care, record incidents, report to directors, and implement corrective actions.
* Staff/Volunteers: Report any accidents, incidents, or near misses immediately, support participants, and follow the policy.
* Parents/Carers: Inform staff of any concerns or incidents that occur during sessions or at home that may affect participation.

**5. Reporting Procedure**

**Step 1 –** Immediate Action

* Ensure safety of all involved.
* Administer first aid if necessary.
* Call emergency services if required (999).

**Step 2 – Record the Event**

* Complete an Incident/Near Miss/Accident Report Form as soon as possible (preferably within 24 hours).
* Include:
	+ Date, time, and location of the event
	+ People involved
	+ Description of what happened (facts only)
	+ Injuries sustained or potential risks
	+ Immediate actions taken
	+ Witnesses (if any)

**Step 3 – Notify Directors**

* Submit the completed report to Catherine Farmer (Director/Safeguarding Deputy) promptly.
* Directors will review the event, follow up with parents/carers as necessary, and determine further actions.

**6. Follow-Up Actions**

* Investigate causes: Identify hazards, equipment issues, or procedural gaps.
* Implement corrective measures: Adjust equipment, session layout, supervision, or procedures to prevent recurrence.
* Share lessons learned: Inform staff and volunteers of any changes to prevent similar events.

**7. Communication with Parents/Carers**

* Parents/carers will be informed immediately if their child is injured or involved in a significant incident.
* Minor injuries will be communicated at the end of the session.
* For serious injuries, parents will be contacted directly and promptly.

**8. Record Keeping**

* All incident, near miss, and accident records will be stored securely.
* Records include completed forms, follow-up actions, and communications with parents/carers.
* Records will be retained in line with statutory requirements and our Data Protection Policy.

**9. Reporting to External Agencies**

* Serious accidents may be reported to local authorities, HSE, or the governing body (Gymnastics Britania) as required by law.
* Safeguarding concerns will be escalated in line with the Safeguarding Policy.

**10. Training and Awareness**

* Staff and volunteers will receive training on incident, near miss, and accident procedures during induction and refresher sessions.
* Staff are expected to follow procedures at all times and support a culture of safety.

**11. Policy Review**

* This policy will be reviewed annually or sooner if legislation, guidance, or organisational practices change.

**Date created:** 01/09/25
**Review date:** 01/09/26
**Policy lead:** Amie Hood, Director

**Signed:** \_

**Name:** Amie Hood
**Role:** Director, Jump Start Therapy CIC
**Date:** 01/09/25