

Reporting Adverse and Untoward Incidents

It is the policy of the 123 Club to record accidents involving children. The record should state how the accident occurred, how the child's injury was dealt with and what, if any, preventative actions were taken.

Parents are asked to read and sign this report as soon as possible after the event.

If an accident occurs that results in the serious injury or death of a child or member of staff the Health and Safety Executive will be informed, as will the Early Years Team

Similarly, if a 'near miss' occurs which could have resulted in the serious injury or death of a child or member of staff the Health and Safety Executive and Early Years Team will be informed.