



## Accident and Injury Policy (Alternative Provision)

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### 1. Purpose

Wild Embers CIC is committed to providing a safe, nurturing, and therapeutic outdoor learning environment for children and young people, including those accessing Alternative Provision (AP) placements commissioned by Devon County Council.

This policy outlines how accidents, incidents, and injuries are prevented, managed, recorded, and reported in line with:

- Devon County Council Alternative Provision expectations
  - Safeguarding and child protection requirements
  - Health and Safety legislation
  - Outdoor learning and Forest School good practice
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### 2. Scope

This policy applies to:

- All staff
  - Volunteers and visiting professionals
  - All children and young people attending Wild Embers provision
  - All Wild Embers sites, including woodland and outdoor learning environments
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### 3. Definitions



**Accident:** An unplanned event resulting in injury or ill health

**Incident:** An event that could have resulted in injury (near miss)

**Injury:** Physical or psychological harm sustained by an individual

**Serious Incident:** An incident requiring emergency medical treatment, hospitalisation, or safeguarding intervention

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## 4. Responsibilities

### 4.1 All Staff

- Prioritise the safety and wellbeing of all participants
- Maintain active supervision, particularly in higher-risk outdoor activities
- Report all accidents, incidents, and near misses immediately
- Follow training in paediatric and outdoor first aid

### 4.2 Designated First Aiders

(All core staff are trained in Paediatric and Outdoor First Aid)

- Administer first aid appropriate to the environment
- Assess injury severity and respond accordingly
- Maintain first aid equipment and supplies

### 4.3 Session Lead (Typically Mel Triggs or delegated lead)

- Take overall responsibility during sessions
- Ensure dynamic risk assessments are in place
- Record and report all incidents
- Liaise with parents/carers, schools, and commissioners

### 4.4 Safeguarding Lead

- Richard Scofield leads on all safeguarding-related incidents



- Escalate concerns where injury may relate to safeguarding

#### 4.5 Director

- Richard Scofield holds overall accountability
  - Ensures compliance with Devon County Council AP requirements
  - Reports serious incidents to relevant authorities
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### 5. First Aid Provision

- A qualified Outdoor and Paediatric First Aider is present at every session
  - First aid kits are:
    - Portable and appropriate for woodland environments
    - Checked regularly and restocked
  - Emergency contact information is accessible at all times
  - Staff carry communication devices where signal allows
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### 6. Outdoor Risk Management

Wild Embers operates in natural environments where managed risk is part of learning. The following specific risks are addressed:

#### 6.1 Fire (Campfires & Cooking)

- Fires are only lit in designated fire areas
- Clear safety boundaries are established (e.g. fire circle rules)
- Burn kits located next to the fire pit
- Water and fire extinguishing materials are always present
  - Fire extinguishers are located in the site shelter
  - Sand bucket located next to the fire pit
- Children are supervised at all times



## 6.2 Tools (e.g. knives, saws, mallets)

- Only introduced following risk and competency assessment
- Clear tool safety rules are taught and reinforced
- 1:1 or small group supervision when tools are in use
- Tools stored securely when not in use

## 6.3 Woodland Hazards

Includes uneven ground, falling branches, weather conditions, and natural obstacles:

- Sites are checked before sessions (dynamic risk assessment)
- Boundaries are clearly defined
- Weather conditions are continuously monitored
- Appropriate clothing and equipment are required

## 6.4 Manual Handling & Physical Play

- Staff model safe physical interaction
- Activities are adapted to individual needs and abilities

## 6.5 Animals, Plants & Environmental Hazards

- Children are taught not to touch unknown plants or wildlife
- Staff identify hazards such as nettles, fungi, or animal waste

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# 7. Procedure in the Event of an Accident

## 7.1 Immediate Response

1. Stop the activity and ensure safety of the group
2. Assess the injured person
3. Administer first aid
4. Call emergency services if required (999)



## 7.2 Emergency Situations

- Provide clear directions to remote or outdoor locations - using What3Words  
///wiggles.worthy.quicker (main carpark). ///pedicure.strict.disgraced (shelter in field)
- A staff member will meet emergency services
- Parent/carer and referring school/AP commissioner informed immediately

## 7.3 Minor Injuries

- Treated on site
- Recorded in accident log
- Shared with parent/carer and, where required, referring school

## 7.4 Head Injuries

- Always treated as a priority
- Parents/carers informed immediately
- Written/verbal guidance provided
- Close monitoring for concussion symptoms

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# 8. Recording and Reporting

All accidents and incidents are recorded clearly and promptly.

Records include:

- Date, time, and location
- Individual details
- Description of incident
- Action taken
- Staff signature

## 8.1 Devon County Council AP Reporting



- Serious incidents are reported to the commissioning school and Devon County Council
- Reports are shared in line with agreed AP communication protocols

## 8.2 RIDDOR Reporting

Where required, incidents will be reported under RIDDOR regulations

## 8.3 Safeguarding Link

- Any injury raising safeguarding concerns is reported immediately following safeguarding procedures
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## 9. Communication

- Parents/carers are informed of all injuries
  - Schools and AP commissioners are informed where required
  - Serious incidents are escalated immediately via phone
  - Written documentation is shared appropriately
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## 10. Monitoring and Review

- Incidents are reviewed to identify patterns or emerging risks
  - Risk assessments are updated regularly
  - This policy is reviewed annually or after a serious incident
  - Feedback from Devon County Council and partner schools informs updates
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Signed: \_\_\_

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**Name:** Richard Scofield

**Role:** Director

**Date:** \_5 May 2026\_\_\_\_\_

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**Approved by:** Dawn Shade, Director