



Accident and Incident Policy – CM Sports	
This version date	January 2026
Review date	January 2027

1. Purpose

CM Sports is committed to providing a safe, supportive and well-managed environment in which all children and young people can participate in sporting, physical activity and educational sessions.

The purpose of this policy is to ensure that accidents, injuries, incidents and safeguarding concerns are:

- responded to promptly and appropriately;
- recorded accurately and consistently;
- reported to the appropriate person;
- managed in accordance with the individual needs of the child;
- reviewed to identify any further action required;
- used to improve safety and practice;
- managed in a way that prioritises the welfare and best interests of the child.

This policy should be read alongside CM Sports' Safeguarding and Child Protection Policy, SEND Policy, Behaviour Policy, Violence and Aggression Policy, Wellbeing Policy, Whistleblowing Policy, Complaints Policy, First Aid arrangements and relevant risk assessments.

2. Legislative and Guidance Framework

CM Sports will have regard to all relevant legislation and statutory guidance, including:

- **Keeping Children Safe in Education (KCSIE) 2026;**
- **Working Together to Safeguard Children 2026;**
- Health and Safety at Work etc. Act 1974;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013;
- Management of Health and Safety at Work Regulations 1999;

- First Aid Regulations 1981;
- Equality Act 2010;
- Children and Families Act 2014;
- SEND Code of Practice.

KCSIE 2026 establishes that safeguarding is everyone's responsibility and that staff must act immediately when they have a safeguarding concern. Concerns should be reported to the Designated Safeguarding Lead (DSL) or their deputy without delay.

3. Scope

This policy applies to:

- all CM Sports employees;
- coaches and session leaders;
- volunteers;
- temporary and agency staff;
- contractors working with children;
- visitors where relevant;
- all children and young people participating in CM Sports activities.

The policy applies to accidents and incidents occurring during:

- sports sessions;
 - physical activity sessions;
 - clubs and extracurricular activities;
 - school-based activities delivered by CM Sports;
 - trips and off-site activities;
 - arrival and departure from activities where CM Sports has responsibility for the child;
 - any other activity organised or supervised by CM Sports.
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4. Definitions

Accident

An unforeseen event that results in, or could have resulted in, injury, illness or damage.

Incident

An event or occurrence that requires recording, investigation or follow-up but may not necessarily result in physical injury.

Near Miss

An event that could have caused injury or harm but did not.

Serious Incident

An accident or incident involving significant injury, a serious safeguarding concern, emergency medical treatment, significant violence or aggression, or circumstances requiring external emergency services or statutory notification.

Safeguarding Incident

Any incident or disclosure that raises a concern about the safety or welfare of a child, including suspected abuse, neglect, exploitation, inappropriate behaviour by an adult, harmful behaviour between children or another concern requiring safeguarding action.

5. Responsibilities

5.1 All Staff

All staff have a responsibility to:

- take reasonable steps to maintain a safe environment;
- follow risk assessments and safety procedures;
- supervise children appropriately;
- respond immediately to accidents and incidents;
- provide or obtain appropriate first aid;
- report accidents and incidents promptly;
- record information accurately and factually;
- report safeguarding concerns immediately to the DSL or deputy DSL;
- never ignore an injury, disclosure or concern because it appears minor;
- cooperate with any investigation or review.

KCSIE 2026 makes clear that staff should maintain a child-centred approach and act immediately when a concern arises.

5.2 Session Leaders / Coaches

Session leaders and coaches are responsible for:

- ensuring appropriate supervision;
- checking that activities are suitable for the children participating;
- following relevant risk assessments;
- ensuring appropriate first aid arrangements are available;
- managing accidents and incidents appropriately;
- completing incident records;
- informing the appropriate manager and/or DSL where required;
- ensuring parents/carers are informed where appropriate.

5.3 Designated Safeguarding Lead

The DSL is responsible for ensuring that any accident or incident that raises a safeguarding concern is dealt with under the Safeguarding and Child Protection Policy.

Where appropriate, the DSL will:

- assess the safeguarding concern;
- ensure appropriate records are made;
- seek advice from relevant safeguarding partners;
- make a referral to children's social care or the police where required;
- ensure information is shared appropriately;
- monitor the child's welfare following the incident.

Where a child is in immediate danger, emergency services should be contacted by calling **999**.

6. Immediate Response to an Accident

When an accident occurs, staff must:

1. Remain calm and reassure the child.
2. Make the area safe and prevent further injury.
3. Assess the situation.
4. Provide first aid within the limits of their training.
5. Obtain additional assistance where required.

6. Contact emergency services where necessary.
7. Ensure the child is appropriately supervised.
8. Inform the relevant manager and/or DSL where appropriate.
9. Record the accident as soon as reasonably practicable.
10. Inform the parent/carer where appropriate.

Staff must never leave an injured child unsupervised unless there is an immediate emergency requiring them to obtain assistance.

7. Serious Injury or Medical Emergency

Emergency medical assistance must be sought where a child:

- is unconscious or has altered consciousness;
- has difficulty breathing;
- has suffered a suspected serious head injury;
- has a suspected fracture;
- has significant bleeding that cannot be controlled;
- has suffered a serious allergic reaction;
- experiences a seizure requiring emergency assistance;
- has suffered a serious burn;
- has sustained a significant injury requiring hospital treatment;
- presents with another condition that staff reasonably believe requires emergency medical attention.

Where emergency services are called, parents/carers should be informed as soon as reasonably practicable, subject to safeguarding considerations.

A member of staff should accompany the child where appropriate and where this can be achieved safely.

8. Safeguarding and Accidents

An accident or injury may sometimes indicate a safeguarding concern.

Staff must consider whether:

- the explanation for an injury is consistent with the injury;
- there are repeated or unexplained injuries;
- the child appears frightened or distressed;
- a child discloses abuse or neglect;
- another child may have deliberately caused harm;
- an adult's behaviour may have contributed to the incident;
- there are concerns about neglect or inadequate supervision;
- the incident forms part of a wider pattern of concerns.

Staff must **not investigate or interrogate the child**.

If a child makes a disclosure, staff should listen calmly, take the child seriously, avoid leading questions and report the concern to the DSL without delay.

KCSIE 2026 specifically highlights injuries and disclosures as potential indicators of safeguarding concerns and requires concerns to be acted upon without delay.

9. Incidents Involving Staff

Where an accident or incident involves an allegation or concern about the behaviour of a member of staff, volunteer, contractor or other adult working with children, the matter must be referred immediately to the appropriate safeguarding lead.

The normal accident investigation process must not interfere with safeguarding procedures.

Where an allegation relates to a member of staff, the procedures in CM Sports' Safeguarding and Child Protection Policy and relevant KCSIE requirements must be followed.

KCSIE 2026 states that safeguarding concerns and allegations about staff must be managed through the appropriate procedure, including concerns that may initially appear minor.

10. Incidents Between Children

Where an incident involves one child harming another, staff must:

- ensure immediate safety;
- provide first aid where required;
- separate children where necessary;
- establish immediate facts without conducting an investigation;

- report the incident appropriately;
- consider whether the behaviour represents a safeguarding concern;
- consider the individual needs of all children involved;
- inform parents/carers where appropriate;
- record the incident;
- review whether additional support or risk management is required.

Particular consideration must be given where the incident involves bullying, discriminatory behaviour, violence, sexualised behaviour, sexual harassment, sexual violence, exploitation or other harmful behaviour.

Such incidents must be considered under both the Behaviour and Safeguarding and Child Protection Policies.

11. SEND and Individual Needs

CM Sports recognises that children with SEND, disabilities, medical conditions or other additional needs may require individual arrangements.

Staff must consider:

- communication needs;
- mobility and physical needs;
- sensory needs;
- medical conditions;
- behaviour support requirements;
- individual risk assessments;
- reasonable adjustments;
- the child's ability to understand and communicate what has happened.

Where an accident or incident highlights an unmet need, the child's risk assessment, support plan or other relevant documentation should be reviewed.

12. Recording Accidents and Incidents

All accidents resulting in injury should be recorded.

Incident records should include, where appropriate:

- child's name;
- date, time and location;
- activity taking place;
- factual description of what happened;
- injury or harm sustained;
- first aid provided;
- witnesses;
- staff involved;
- action taken;
- whether parents/carers were informed;
- whether medical assistance was required;
- whether the DSL was informed;
- any safeguarding action taken;
- follow-up actions;
- outcome.

Records must be factual, objective and free from unnecessary assumptions or personal opinions.

KCSIE 2026 states that safeguarding records should include a summary of the concern, actions taken, decisions made, the rationale for those decisions and outcomes.

13. Confidentiality and Information Sharing

Accident and incident information must be handled confidentially and only shared with individuals who have a legitimate need to know.

However, data protection must not be used as a reason to prevent appropriate safeguarding information-sharing.

Where information is required to protect a child, staff should follow CM Sports' safeguarding procedures and the relevant information-sharing guidance.

KCSIE 2026 confirms that data protection is not a barrier to appropriate safeguarding information-sharing.

14. Notification to Parents/Carers

Parents/carers should normally be informed when their child:

- has sustained an injury requiring first aid;
- has been involved in a significant incident;
- requires medical treatment;
- has experienced a significant emotional or behavioural incident;
- has been involved in an incident that may affect their wellbeing.

However, parents/carers should **not** automatically be contacted where doing so could place the child at further risk or compromise a safeguarding response.

In safeguarding situations, the DSL should determine how and when information is shared.

15. RIDDOR and External Reporting

CM Sports will comply with applicable statutory reporting requirements.

Where an incident may fall within the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the appropriate responsible person will determine whether a report to the Health and Safety Executive is required.

Serious safeguarding incidents will be managed in accordance with safeguarding procedures and relevant statutory guidance, including **Working Together to Safeguard Children 2026**.

16. Investigation and Review

Following a significant accident or incident, CM Sports will consider:

- what happened;
- why it happened;
- whether existing risk assessments were adequate;
- whether supervision was appropriate;
- whether equipment or facilities contributed;
- whether staff procedures were followed;
- whether additional training is required;

- whether the child requires additional support;
- whether safeguarding concerns have been identified;
- whether procedures need to be changed.

The purpose of an investigation is to understand what happened, reduce future risk and improve practice, rather than to assign blame.

17. Learning from Incidents

CM Sports is committed to learning from accidents, incidents and near misses.

Where patterns are identified, CM Sports may:

- amend risk assessments;
- change activities or equipment;
- increase supervision;
- provide additional staff training;
- introduce additional safeguarding measures;
- review individual support arrangements;
- update policies and procedures.

Where an incident raises safeguarding concerns, learning should be shared appropriately while maintaining confidentiality.

This reflects the wider safeguarding expectation in **Working Together to Safeguard Children 2026** that organisations should learn from incidents and use learning to improve safeguarding practice.

18. Near Misses

Near misses should be recorded where they identify a significant potential risk.

Examples include:

- unsafe equipment being identified before use;
- a child almost falling;
- an unsecured gate or door being identified;
- inappropriate supervision levels;

- a child entering an unsafe area;
- unsafe behaviour that could reasonably have resulted in injury.

Recording near misses allows CM Sports to take preventative action before an injury occurs.

19. Monitoring

Senior management will monitor accident and incident records periodically to identify:

- repeated accidents;
- particular locations associated with incidents;
- activities associated with increased risk;
- repeated injuries;
- patterns involving particular children;
- patterns involving particular staff or sessions;
- safeguarding concerns;
- training requirements.

Any safeguarding pattern identified must be referred to the DSL.

20. Staff Training

Staff will receive appropriate information and training relevant to their role, including:

- safeguarding and child protection;
- first aid arrangements;
- emergency procedures;
- health and safety;
- risk assessment;
- behaviour management;
- SEND and reasonable adjustments;
- recognising and reporting safeguarding concerns.

All staff must understand that safeguarding is everyone's responsibility and must know how to contact the DSL or deputy DSL.

21. Policy Review

This policy will be reviewed at least annually, or sooner where:

- legislation changes;
- KCSIE is updated;
- an incident identifies a need for change;
- organisational arrangements change;
- guidance or local safeguarding procedures are amended.

The policy will be reviewed alongside CM Sports' wider safeguarding and health and safety arrangements.