



Accident & Emergency Procedure

The safety of your child is paramount, and I will take every measure I can to protect your child from injury while they are in my care.

I perform a risk assessment of the premises regularly and a complete first-aid kit is available at all times that children are present.

What would happen in the event of an accident?

- I would comfort and reassure the child, while ensuring the safety of any other children in my care.
- I would assess the extent of the child's injuries and perform any first aid that I have been trained to do, if required.
- If the injury is serious, I would follow the procedure given in the following section.

What would happen in the event of a serious or life-threatening injury?

- I would contact the emergency services immediately and accompany the child to the hospital if necessary/possible.
- If I or another team member leaves the premises in an emergency, then I may need to ask parents/ carers to collect their child(ren).
- I would contact all parents/carers as soon as possible and, if necessary, ask you to collect your child(ren) from their tuition session or meet me at the hospital.

What would happen following an accident?

- I would record the child's details, when and how the accident happened, what injuries were sustained (if any) and what first aid was given (if applicable). I would also record details of when and how parents/carers were informed.
- Parents/carers would be given a paper copy or sent an electronic version.
- Parents/carers would be asked to acknowledge, in writing, that they have seen the accident report.

- I would inform my public liability insurance company about any serious accidents or incidents. I would also inform the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) where applicable. I would also complete a more detailed incident form and review any relevant risk assessments to make any necessary changes to ensure the risk of similar accidents is minimised.

What would happen if the private tutor had a serious accident or had to leave urgently?

- By acknowledging this document, parents/ carers confirm that if they are called to collect their child(ren) following an emergency, they will set off immediately or send another responsible adult to collect them.
- In exceptional circumstances, children may be left with another responsible adult until they can be collected.
- An adult from the list at the end of this document may be asked to temporarily care for children during an emergency; others may be called upon if these people are unavailable. Children cannot be left with backup cover for longer than is absolutely necessary.

What precautions are in place to help prevent emergencies?

- I have carried out a risk assessment and put procedures in place to ensure that the likelihood of various emergencies is minimised. This includes assessing: indoor and outdoor areas; fire safety, site security; medical conditions; special educational needs and disabilities (SEND); first-aid procedures; a lost or missing child; pets and animals; online safety; emergency procedures. The premises are fitted with smoke alarms, which are well maintained and tested regularly.
- Due to the presence of fixed gas appliances on the premises (e.g. gas boiler, gas cooker), I also have a carbon monoxide alarm, which is well maintained and tested regularly. I also obtain annual gas safety checks from a Gas Safe registered engineer. I have a fire blanket on the premises which could be used in the event of a fire if it is decided safe to do so.

- The safety of the children would always be my first priority. Evacuation might be the safest option in the event of a situation such as fire, flood, etc.
- Children will be informed about and expected to follow general safety rules on the premises so they can help to keep themselves safe.
- I inform children about fire safety and other potential emergencies. I make sure children know where the exits are and discuss which I would use in an emergency.
- The premises are kept secure to ensure that children cannot leave without supervision and that unauthorised people cannot enter.

What would happen during an emergency evacuation?

This procedure may be relevant if staying inside the building might cause serious harm. Examples might include a fire, flood, gas leak, terrorist threat, etc.

Procedure:

1. Sound the alarm.
2. Evacuate the children using the safest and nearest exit available. We will walk calmly to avoid any accidents. Children and adults will not be allowed to stop to collect any personal belongings or outdoor clothing/footwear.
3. Take a mobile phone with emergency contact details outside if safe to do so.
4. Close windows and doors behind us, where possible, in the event of a fire to prevent further spread.
5. Go to the agreed assembly point (if safe to do so) or somewhere that is a suitable distance away from any potential danger. Check registers (if used) to ensure that all children and adults are present.
6. Call 999.
7. Comfort and reassure the children.
8. Find a safe place, then contact parents/carers to collect their child(ren) as soon as possible.
9. Follow the instructions of the emergency services.
10. Do not return to the building until the emergency services have declared it safe to do so.

What would happen during an emergency invacuation?

This procedure may be relevant if a threat has been identified in the local area and it is unsafe to be outside. A location within the building is identified in advance as a place of relative safety, known as a protected space.

Procedure:

1. Encourage all children and adults to go to the protected space, provided it is safely accessible. Consider whether it is safe to alert others in the building to the threat.
2. Using planned methods, lock or secure the room, move everybody away from any doors or windows, turn off or dim the lights, close any curtains/blinds and find cover so that everybody is out of sight.
3. Find ways to keep everybody as quiet and still as possible – silence all phones and turn them off vibrate. Where possible, avoid any noise or movement that might attract an attacker.
4. Call 999 only if/when you are completely safe to do so.
5. Listen carefully to the operator and give as much information as you can.
6. Stay hidden until an identifiable emergency responder, such as a police officer, arrives.

What would happen during an emergency lockdown?

This procedure may be relevant if a threat has been identified in the local area or if an intruder, who a responsible adult believes poses a threat, enters the building.

Procedure:

1. If a threat has been identified and there is no safe route to escape or an accessible protected space, encourage all children and adults to hide in the current location in the building. Consider whether it is safe to alert others in the building to the threat.
2. If possible, secure the room with a barricade, move everybody away from any doors or windows, turn off or dim the lights, close any curtains/blinds and find cover so that everybody is out of sight.

3. Find ways to keep everybody as quiet and still as possible – silence all phones and turn them off vibrate. Where possible, avoid any noise or movement that might attract an attacker.
4. Call 999 only if/when you are completely safe to do so.
5. Listen carefully to the operator and give as much information as you can.
6. Stay hidden until an identifiable emergency responder, such as a police officer, arrives

What would happen after an emergency situation?

- Immediately following an emergency situation, wherever possible, all parents/carers would be informed and given details about the incident and their child(ren)'s experience/involvement.