

CAVEHILL TENNIS CLUB ACCIDENT GUIDELINES

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert a first aider if available, who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent/carer.
- Complete an accident report form.

CAVEHILL TENNIS CLUB ACCIDENT REPORT FORM

INJURED PARTY	
Name:	Member/Non-member?
Contact details:	

ACCIDENT DETAILS	
Date and time of accident:	
Accident Reported by:	Form completed by:
Details of accident and injuries:	
Name and contact details of witnesses: <div style="border-bottom: 1px dotted black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black;"></div>	
First Aid Involved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Were the following contacted? Police <input type="checkbox"/> Ambulance <input type="checkbox"/>
If the injured party is a child, have parents been informed? <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> When:
Referred to Designated Safeguarding Children Officer (DSCO)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Any further comments or action to be taken?	

All of the above is a true record of the accident.

Signed: _____

Date: _____

Print Name: _____

CAVEHILL TENNIS CLUB SAFEGUARDING CHILDREN INCIDENT GUIDELINES

- Inform designated safeguarding children officer (DSCO) of incident as soon as possible.
- DSCO, in conjunction with the individual reporting or observing the incident, will complete an Incident Report Form.
- Ensure confidentiality - only "need to know basis" (reference confidentiality statement in Club Safeguarding Policy).
- DSCO to determine if report to be made to Health and Social Care Trust or other agencies.
- DSCO to inform parents, unless to do so may put the child at further risk.

CAVEHILL TENNIS CLUB SAFEGUARDING CHILDREN INCIDENT REPORT FORM

Name & position of Officer completing report:
Person reporting incident:
Child/Young Person's Name:
Child/Young person's Address:
Child/Young Person's Date of Birth:
Parents/Carer's Names and Address:

Date and time of incident:	Date:	Time:
Observations:		
Detail <u>exactly</u> what the child/young person said and what you said (Remember do not lead the child/young person – record actual details. Continue on a separate sheet if necessary):		
Action taken so far:		
Designated Safeguarding Children Officer informed? <input type="checkbox"/> Yes <input type="checkbox"/> No		

External Agencies contacted	
Police <input type="checkbox"/> Yes <input type="checkbox"/> No Branch contacted: Name: Contact no:	Details of advice received:
Social Services/Gateway <input type="checkbox"/> Yes <input type="checkbox"/> No Branch contacted: Name: Contact number:	Details of advice received:
Sport Governing Body <input type="checkbox"/> Yes <input type="checkbox"/> No Name: Contact number:	Details of advice received:
Local Council or Education Department (if appropriate) <input type="checkbox"/> Yes <input type="checkbox"/> No Org name: Name: Contact number:	Details of advice received:
Other (e.g. NSPCC) <input type="checkbox"/> Yes <input type="checkbox"/> No Name: Contact number:	Details of advice received:

Signature

Date

Remember to maintain confidentiality on a need to know basis – only if it will protect the child/young person. Do not discuss this incident with anyone other than those who need to know.

N.B. A copy of this form should be sent to social services after the telephone report and to the governing body Designated Safeguarding Children Officer for monitoring purposes.