



Serious Incident & Ofsted Notification Procedure

1. Policy Statement

This Serious Incident & Ofsted Notification Procedure sets out how **Elite SF** responds to serious incidents and ensures timely notification to Ofsted. This procedure is written in line with safeguarding and welfare expectations consistent with Ofsted requirements and recognised best practice.

Elite SF is committed to ensuring that any incident affecting the safety, wellbeing, or safeguarding of children, staff, or visitors is managed promptly, appropriately, and reported correctly.

2. Scope of the Procedure

This procedure applies to:

- All children attending sessions, clubs, camps, and activities
- Coaches, volunteers, young workers, and contractors
- Serious incidents including but not limited to accidents, safeguarding concerns, injuries, or any events that pose significant risk

3. Key Principles

- The safety and wellbeing of children is paramount
- All serious incidents must be reported immediately
- Accurate records must be maintained
- Ofsted must be notified in accordance with statutory requirements
- Procedures must be followed consistently and without delay

4. Responsibilities

Management Responsibilities

- Ensure all Coaches understand what constitutes a serious incident
- Maintain up-to-date emergency contacts and incident reporting procedures
- Notify Ofsted within the required timeframe

- Conduct reviews following serious incidents to prevent recurrence

Coach Responsibilities

- Report any serious incidents to the lead coach or manager immediately
- Follow internal reporting procedures
- Support children, families, and colleagues affected by the incident
- Complete accurate incident records

5. Definition of Serious Incident

A serious incident may include, but is not limited to:

- Serious injury or accident to a child, coach, or visitor
- Serious safeguarding concern or allegation
- Fire, flood, or other emergency requiring evacuation
- Loss of essential services impacting safety (e.g., power outage, water supply)
- Any event likely to attract media attention or public scrutiny

6. Immediate Actions

When a serious incident occurs:

1. Ensure the safety of all children and staff
2. Administer first aid or medical assistance as required
3. Evacuate or secure the premises if necessary
4. Notify senior management immediately
5. Keep children and staff calm and reassured

7. Recording the Incident

- Complete a detailed incident report including:
 - Date, time, and location of the incident
 - People involved and any witnesses
 - Description of the incident and actions taken
 - Injuries or harm caused
 - Follow-up actions required
- Reports must be factual, signed, and stored securely

8. Notifying Ofsted

- Ofsted must be notified of serious incidents **as soon as reasonably practicable, and within 14 days** of the incident
- Notification can be made via the Ofsted online portal or by phone if urgent
- The notification should include:
 - Full details of the incident
 - Immediate actions taken
 - Outcomes or follow-up plans
- Coaches involved should cooperate with Ofsted as required

9. Communication with Parents/Carers

- Parents/carers must be informed of serious incidents involving their child as soon as possible
- Clear and factual information should be provided
- Reassurance and support should be offered where appropriate

10. Review and Learning

- All serious incidents will be reviewed by management
- Recommendations and improvements will be identified to prevent recurrence
- Coach training or procedural updates will be implemented as needed

11. Safeguarding Considerations

- All incidents will be assessed for safeguarding implications
- Concerns must be reported to the Designated Safeguarding Lead (DSL) immediately
- Allegations against a coach will follow the LADO procedure

12. Training and Awareness

- Coaches will receive guidance on identifying and reporting serious incidents
- Procedures will be covered during induction and refresher training
- Updates will be communicated as regulations or guidance changes

13. Policy Review

This procedure will be reviewed annually or sooner if:

- Ofsted guidance or legislation changes
- A serious incident highlights the need for review
- Operational or staffing changes occur

14. Declaration

All coaches, volunteers, and parents/carers must read, understand, and agree to comply with this Serious Incident & Ofsted Notification Procedure.