



## **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, coaches, 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 coaches
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 coaches 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
- The coaches involved should cooperate with Ofsted as required

The DSL of Elite SF will make contact with Ofsted.

## **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.

#### **15. Acknowledgement and Acceptance (BrightHR)**

All self-employed coaches and contractors engaged by Elite SF are required to read and acknowledge this Policy Breach Procedure, along with all associated policies, via the BrightHR system (or equivalent compliance platform used by the business).

Acknowledgement via BrightHR constitutes confirmation that the individual:

- Has read and understood the contents of this procedure
- Agrees to adhere to all company policies and standards
- Understands the consequences of policy breaches as outlined

Failure to complete policy acknowledgement may result in:

- Suspension of work allocation
- Removal from scheduled sessions until compliance is confirmed

The business reserves the right to rely on digital acknowledgement records as evidence of acceptance of terms and expectations.

**Adopted on:** 29<sup>th</sup> December 2025

**Signed on behalf of Elite SF:** J. Bartram

**Date for review:** 29<sup>th</sup> December 2026