**QUEEN’S UNIVERSITY BELFAST**

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 Childcare Services

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**Road Traffic Accident Policy**

1. Childcare Services is committed to ensuring the safe collection and transportation of children from school to the Out of School Club.

The procedure to be followed along with a first aid kit will be accessible and clearly visible in the vehicle.

The driver, if uninjured, should ensure the safety of the children in the first instance. If needed, the Emergency Services should be notified.

If the driver is injured, the procedure will be visible for any member of the public who may be in attendance.

1. Procedure

In the event of an emergency arising as a result of an RTA, the following procedure should be followed:

* Assess the nature of the accident and call Emergency Services 999 and in order:
* Childcare Manager on site - 02890 662146
* Ensure the safety of the children and treat any injuries sustained, if possible
* Wait for help

Additional Management support will be dispatched from the Childcare Site to assist with the safe delivery of the children back to the Out of School Club once they have been assessed by Emergency Services if required. The driver will also be supported at the scene and the additional staff will liaise with Emergency Services/PSNI in attendance.

Children will be comforted on site and parents will be notified of the accident.

A written report will be completed and circulated to Parents, QUB Safety Services, PSNI, HSCT Early Years Team.

QUB Driver Vehicle Handbook – Accident Reporting Procedures will also be completed.