

# Incident Procedure (Incidents, Accidents, Bullying And Child Protection)



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To be reviewed by :	

## Incident Procedure

An incident is any occurrence that happens which is outside the norm, or which requires hands-on intervention.

All incidents must be documented in the **Incident Book** which is held by the Unit Heads. The Incident Book is reviewed by the Unit Heads at the end of the day, and is reviewed by the School Manager on a regular basis

The Incident Book; it is a bound document, and incidents should be reported chronologically and not on loose pieces of paper. This is so that if it is required as evidence, it cannot be tampered with or added to.

## How to fill in the Incident Book

It is very important that incidents are recorded as soon as they happen, or as soon as practical thereafter.

The Incident Book should be filled in as follows

- A new page must be completed for each incident
- every entry must include the date, time, name (in full) of the pupil, names of people present, nature of the incident (this must be a detailed contemporaneous written note of the incident)
- It should be signed by all people who witnessed the incident, who may also add their own notes on the incident. It should be countersigned by the School Manager
- the incident book **must** be completed within 24 hours of the Incident, but where feasible, on the same day
- The Incident Book should be cross referenced to other more detailed records, such as Accident Book, ABC's etc.

## How to fill in the Accident Book

All accidents must be documented in the **Accident Book** which is held by the School Office/Head of College's office.

When an accident occurs, the member of staff must:

- make sure that the child/member of staff is safe and notify a qualified first aider
- the first aider will deal with the accident in accordance with the policy guidelines
- the first aider, or member of staff involved in the accident must then fill in the details in the Accident Book
- Notify the Office Manager or other member of the administration team.

## Notification

All incidents and accidents must be reported to the School Manager, or in her absence, a member of the Board.

The School Manager may advise parents or carers by telephone, but in any event, the member of staff with a child at the time of an accident or incident should record this in the Home-School Diary.

## Bullying (pupils)

In the instance of bullying between pupils:

- the School Manager should be notified immediately in line with policy guidelines and respective behaviour plans of the pupils concerned;
- The reporting member of staff must report the incident in the Incident Book;
- The School Manager take a copy of the relevant page from the Incident Book which will then be placed on the Pupil's file;
- The School Manager will inform the School Principal. Either the School Manager or the School Principal will then make the appropriate representations to the parent/carers and be responsible for keeping them informed of the actions taken.
- The School Manager will be responsible for liaising with Unit Heads and monitoring the behaviour and ensuring that plans are updated accordingly.
- The School Principal, School Manager and Unit Heads will continue to work together through to a resolution.

## Child Protection

It is never your decision alone how to respond to concerns about a pupil– but it is always your **responsibility** to share concerns, no matter how small.

Even if you think your concern is minor, the DMS may have more information that, together with what you know, represents a more serious worry about a child.

In the event of any concern in relation to a child's wellbeing the Procedure set out in the Child Protection Policy and Procedures must be followed. If you are uncertain as to what to do, immediately contact the Designated Member of Staff (DMS) or her deputy.