
PROCEDURE FOR MANAGING AND RECORDING INCIDENTS

Serious Incident

A Serious Incident is one where:

- There has been a serious breach of rules against another student, e.g. proven theft, bullying, assault.
- There has been a serious breach of rules, which could affect the health and safety of other members of the school community, e.g. smoking in the building.
- There has been a serious breach of rules, which could put the student herself at risk, e.g. leaving school bounds at night, attempting self-harm, being absent without leave.
- A student requires admission to hospital that is not planned.
- The Head deems the incident to be one that is serious but is not covered by those listed above.

The **Serious Incident Book** and **Serious Incident File** are kept in the Head's office, and are only accessible to the Head and the Head's PA.

Any serious incident should immediately be recorded in the book, and a reference number allocated by the Head or their PA.

A report should be written immediately, recording the names of the student(s) involved, the date and time of the incident, the names of any witnesses, and a detailed account of the incident, including any background information and any action taken. This should be signed and dated.

If there is a discussion with a student or parent, this should be recorded on the appropriate **Student Interview** or **Parent Interview** form and should be signed and dated.

Any letters, emails or reports pertaining to the incident should be marked clearly with the reference number and filed in the Serious Incident file.

The Head's PA should put a note in the Confidential wallet in the girl's file in the school office, cross-referencing it to the numbered Serious Incident Report.

The relevant Leadership Team member/s, as deemed appropriate, will meet as soon as is reasonably practicable following a serious incident. At that meeting they should review events to that time and decide on the next steps and any further action needed.

After any serious incident the Leadership Team will review the actions and decisions taken in relation to the serious incident. The purpose of this is to ensure that any procedures are amended as necessary and best practice is noted for the future.

Allegations of Bullying, Smoking, Drinking or Drug Use

This contains any allegations of bullying or use of alcohol, cigarettes including any form of vape or e-cigarette or drugs from any source. The record is used to spot any patterns and/or recurrence of issues.

The **Allegations Book and associated Records file** are kept in the Head's office and are only accessible to members of the Leadership Team, Heads of Lower and Upper School and the Head's PA.

Any **allegation** which falls under the above categories should immediately be recorded in the book, and a reference number allocated by the Head or their PA.

A report should be written immediately, by the member of staff who witnessed an incident, or to whom the allegation was first reported. This should include an account of the allegation, including any background information and any action taken. This should be signed and dated.

If there is a discussion with a student or parent, this should be recorded on the appropriate Interview form and be signed and dated.

A numbered copy of the Allegation Record and any other documentation should be put in the **Allegation Records file**.

The Head's PA should put a note in the Confidential wallet in the girl's file in the school office cross-referencing it to the numbered **Allegation Record**.

Temporary and Permanent Exclusions

The Temporary and Permanent **Exclusions Book and associated File** are kept in the Head's office and are only accessible to members of the Leadership Team, Heads of Lower and Upper School and the Head's PA.

If a student is temporarily or permanently excluded, this should be entered immediately in the book by the Head and allocated a number.

A Record of Exclusion should be written and filed in the Temporary and Permanent **Exclusions file**, along with any correspondence relating to the issue.

The Head's PA should put a note in the Confidential wallet of the girl's file in the school office cross-referencing it to the numbered Temporary and Permanent **Exclusions Report**.

Complaints

The **Complaints Book and Complaints file** are kept in the Head's office and are only accessible to members of the Leadership Team, Heads of Lower and Upper School and the Head's PA.

Complaints should immediately be recorded in the book, and a reference number allocated by the Head or their PA.

If relating to a student, a report should be written immediately using the **Student Complaint Record form**, giving full details of the complaint, and signed and dated.

The Head's PA should put a note in the Confidential wallet of the girl's file in the school office cross-referencing it to the numbered **Complaints Record**.

If the complaint concerns a member of staff, a record should be written, signed and dated and filed in the **Complaints File**. A note cross referencing it to the numbered record should be placed on the member of staff's personal file, kept in the Head's PA's office.

All documentation relating to a **complaint** should be numbered and filed in the Complaints file.

Forms

The following forms are available on Office 365

- Parent Interview
- Student Interview
- Incident record

Related Policies and Documents

- Policy Statement on Behaviour and Discipline
- Raising a Concern Policy
- Policy Statement on Safeguarding