

Procedure for Recording & Dealing with Critical Incidents

- The Incident Form is a formal school document, it must be completed in full and in a professional manner
- It must be completed by the end of the school day on the day of the incident
- The staff member completing the form must write down their initials and the initials of the pupil/s involved
- The staff member must also write down the initials of other pupils and staff present when the incident took place
- The staff member must clearly state what happened including any immediate action they took at the time of the incident
- After completing the form, it must be handed to the Deputy Headteacher by the end of the day on the day of the incident
- The Deputy Headteacher must check the form to ensure that it has been completed correctly and that the reporting staff member has recorded any action they have already taken
- The Deputy Headteacher must then determine whether further action is needed and what that action might be – they must follow the procedures described in the relevant school policies for incidents involving racism, bullying, violence, property damage, sexual harassment
- The Deputy Headteacher must also determine if the incident constitutes a safeguarding concern – if so they should follow the set safeguarding procedure
- The Deputy Headteacher must then log the incident on the “Critical Incidents Log: By Type” form which can be found at the front of the Critical Incident folder. They must also log the incident on the “Critical Incident Log” form at the front of the relevant section in the Critical Incident folder (bullying; racism; violence; property damage; sexual harassment; other)
- Evidence of the incident such as CCTV footage should be attached (on a memory stick) to the incident form
- Evidence of all follow up actions such as minutes of meetings with parents; summaries of telephone conversations with parents; summaries of discussions with pupils; targeted values sessions; sanctions; reparations; risk assessments should also be attached to the incident form
- When filing the incident form in the relevant section of the folder, the Deputy Headteacher should check the log to see if the pupil or pupils involved in the incident have been involved in other incidents to identify trends
- If there are 3 bullying incidents involving the same pupil (either as the bully or the victim) the Deputy Headteacher should refer this to the Headteacher and attach evidence of all actions and outcomes of each incident