

SERIOUS INCIDENT POLICY

Rationale:

- Staff are aware of procedures to be followed in relation to serious incidents.
- Serious incidents cover those that are a threat to life, property, ethos, health and well being, a person

Aims:

- To identify when an incident is serious.
- To respond to the incident appropriately.
- To communicate about the incident as necessary.
- To evaluate procedures following a serious incident to ensure they are appropriate.

Implementation:

- Students, teachers and parents are responsible for identifying and reporting serious incidents to the School Principal or delegate.
- Serious incidents will be recorded on the Incident Report Form (see below) and managed by the School Principal in line with the behaviour management policy and code of conduct.
- Emergency procedures are regarded as serious incidents.
- Evacuation and Lock down drills will be conducted at least annually.
- Evaluation of the evacuation procedures will take place after each drill and after any serious incident to ensure that the procedure remains appropriate.
- Incidents reported that show a student could be at significant risk of harm are to be reported according to the school's Mandatory Reporting Procedure.
- Allegations about the conduct of staff (permanent, casual, contractors, volunteers) are to be reported to the School Principal, or Chairperson of the Board of Directors if the allegation concerns the conduct of the School Principal

Evaluation:

- This policy will be reviewed annually.

This policy was ratified by the Management Team in....
This policy was ratified by the Management Team in....
Ratified by Board of Directors

September 2009
March 2010
February 2015

INCIDENT REPORT

Incident Report filed by: _____

Name of Student/ Parent/ Staff Member subject of incident: _____

Class (if applicable):

Date and Time Incident Occurred: _____

Name(s) of Other Students / Parents involved (if applicable):

What happened?

Actions taken:

Recommendations:

Name _____ Signed _____ Dated _____

Principal's Response:

Recommended Action to be taken:

INCIDENT REPORT Continued

Conclusion of Incident:

Name _____ Signed _____ Dated _____