



## ACCIDENT AND INCIDENT RECORDING AND REPORTING GUIDELINES

- All accident, incidents or concerns in school are recorded and reported to the Senior Leadership Team using the school proforma (AI - see appendix 1).
- This proforma is designed to 'capture' the initial information when an accident, incident or concern has taken place or arisen in order to assist the Senior Leadership Team determine how the issue should be dealt with.
- It is imperative that staff record and report all accident, incidents or concerns using this proforma to ensure that information, no matter how trivial it may appear, is not lost or overlooked. This is particularly important if the issue being reported leads on to child protection or safeguarding concerns.
- If the incident involves detailing an injury, bruising, scratch or mark e.t.c on a child or member of staff the location/site of the injury must be recorded on a 'Body Map' (See Appendix 2) – e.g. right hand arm.
- If the incident is in connection with a recurring behaviour or concern it may be necessary to accompany the AI with an 'ABC' or other recording chart
- If the incident involves a disclosure made by a child or member of staff a 'disclosure form' must accompany the AI (See Appendix 3)
- If staff have any doubts or concerns before completing the AI, or any other of the forms, you must discuss the matter with a member of the Senior Leadership team or the Designated Senior Lead for Safeguarding
- Following the initial recording and reporting it may be necessary to commence follow-up interview or discussion, but these will be co-ordinated by a member of the Senior Leadership team

***Please note that during the academic year 2018/2019 the manual AI recording and reporting system will be transferred to the electronic CPOMS systems***