

Winchelsea



All Individuals Matter

WINCHELSEA PRIMARY SCHOOL
RUSKINGTON

REPORTING INCIDENTS POLICY

Part 1: Rationale

Winchelsea Primary School takes care to ensure the protection of staff and pupils. It acknowledges the importance and relevance of the reporting and recording of incidents that require physical intervention.

The purpose of reporting and recording incidents is :-

- Protection for staff and pupils;
- Keeps a record of incidents so that the times and areas that most incidents occur can be tracked.

Part 2: Purposes

- To meet legal requirements;
- To link the policy with that for “Health and Safety” and “Behaviour Management and Intervention”.

Part 3: Checklist

- All staff should have read the Behaviour Management and Intervention Policy;
- All staff record any incidents on the pastoral tracking grids which are stored securely on the G:drive.

Signed: _____
Chair of Governors

Dated: _____