**Recording an Incident**

All incidents that result in non-routine interventions will be recorded in detail in this incident report. Contemporaneous record (i.e. written within twenty-four hours of the incident’s occurrence) will be made by the staff member involved in the incident.

Similarly, contemporaneous notes will also be made by any other members of Staff involved (i.e. as witnesses or additional providers of support).

The record will contain the following information:

* The name(s) and the job title(s) of the member(s) of staff who used reasonable force
* The name(s) of the student(s) involved
* When and where the incident took place
* Names of staff and students who witnessed the incident
* The reason that force was necessary
* Behaviour of the student which led up to the incident
* Any attempts to resolve and de-escalate the situation
* The degree of force used
* How it was applied
* How long it was used for
* The student’s response and the eventual outcome
* Details of any injuries suffered by either staff or students (if able, photograph)
* Details of any damage to property (if able, photograph damage)
* Details of any medical treatment required (the accident book will be completed, where medical treatment is needed)
* Details of follow-up, including contact with the parents/carers of the student(s) involved
* Details of follow up involvement of other agencies – police, Social Services
* Post incident discussion with young person.

Student witnesses may also be asked to provide a written account if appropriate. A copy of this entry will be kept on the student’s file and retained.

**Journey Independent School - Incident Report Form**



| Date | Time: |
| --- | --- |

Report Author

Students

Involved

Witnesses to

Incident

Staff Involved

Location of

Incident



**Incident report:**

****

**Action Taken -**

**Referred to -**



**Review**

**Date -**

****

**Further Action Agreed (If any) -**

**Date -**