

Beacon Alternative School CIC (and Alternative Provision)

Incident Reporting Policy



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Written by: O'Connell/Field

Review Due by: January 2027

Note: Beacon Alternative Provision operates under Beacon Alternative School CIC, which is not currently a registered school but is working toward future registration.

This policy applies to all Beacon AP sites, including home-based teaching locations and approved off-site venues. It applies to all students, staff, volunteers, and visitors while under Beacon's duty of care.

1. Introduction

Beacon Alternative Provision is committed to maintaining a safe, supportive, and well-managed environment for young people, staff, and visitors. Clear and consistent incident reporting is essential to safeguarding, health and safety, accountability, and continuous improvement.

This policy sets out how incidents are identified, responded to, recorded, reported, and reviewed across Beacon provision.

2. Purpose

This policy aims to:

- Ensure incidents are responded to promptly and appropriately
- Provide clarity on what must be recorded and reported
- Support safeguarding and health and safety duties
- Ensure compliance with legal and regulatory requirements
- Identify patterns, risks, and areas for improvement

3. Scope

This policy applies to:

- All students attending Beacon provision
- All staff, including temporary and sessional staff
- Volunteers, visitors, and contractors

It applies during:

- On-site provision
- Off-site activities and educational visits
- Travel where Beacon staff retain responsibility

4. What Is an Incident?

For the purposes of this policy, an incident includes (but is not limited to):

- Accidents or injuries
- Near misses
- First aid events
- Safeguarding concerns
- Significant behavioural incidents
- Bullying or discriminatory incidents
- Damage to property
- Use of physical intervention
- Substance-related incidents
- Any event that could place a person at risk

5. Immediate Response to an Incident

Staff must:

- Ensure safety of all involved
- Provide first aid or seek medical assistance where required
- Call emergency services if there is any doubt
- Follow safeguarding procedures if a concern arises

Incidents must never be ignored or minimised.

6. Recording Incidents

All incidents must be recorded as soon as reasonably possible using the appropriate Beacon log, including:

- First Aid Incident Log
- Incident Log
- Safeguarding Record

Records should include:

- Date, time, and location
- Names of those involved
- Factual description of what happened
- Action taken
- Outcome and follow-up
- Name of staff member completing the record

Records are stored securely in line with data protection requirements.

7. Accidents and First Aid Events

All injuries, illnesses, and near misses requiring first aid must be recorded in the First Aid Incident Log.

Parents/carers are informed on the same day of any first aid treatment and immediately in cases of serious injury.

Notifiable incidents are reported in line with RIDDOR requirements by the Head of Provision or delegated lead.

8. Safeguarding Concerns

Any safeguarding concern must be reported immediately to the Designated Safeguarding Lead (DSL) and recorded in accordance with the Safeguarding and Child Protection Policy.

Concerns may be escalated to Children's Social Care, the police, or other agencies where required.

Safeguarding records are kept separately and confidentially.

9. Behavioural and Serious Incidents

Serious incidents, including:

- Physical aggression
- Use of physical intervention
- Threats or intimidation
- Criminal behaviour
- Substance-related incidents
- Significant property damage

must be recorded in the Incident Log and reported to senior leadership.

Parents/carers and referring agencies are informed as appropriate.

External agencies are involved where required.

10. Bullying and Discriminatory Incidents

All suspected or confirmed bullying incidents must be recorded, including one-off incidents where there is harm or risk.

Incidents involving discriminatory language or behaviour related to protected characteristics must always be logged.

Actions taken and follow-up support must be documented.

11. Reporting Serious and Notifiable Incidents

The Head of Provision or delegated lead is responsible for:

- Reporting RIDDOR incidents to the HSE

- Ensuring safeguarding notifications are made where required
- Informing commissioning bodies or Local Authorities where appropriate

12. Post-Incident Review and Risk Assessment

Following any serious incident or emerging pattern, Beacon will:

- Review existing risk assessments
- Update or create new control measures
- Reflect on practice and support needs

This may apply to individual young people, staff practice, or provision-wide arrangements.

13. Roles and Responsibilities

Head of Provision

Overall responsibility for incident reporting systems and compliance.

Designated Safeguarding Lead

Oversight of safeguarding-related incidents and referrals.

Staff

Report and record incidents promptly and accurately.

Students

Are encouraged to report concerns or incidents to staff.

14. Monitoring and Review

Incident records are reviewed regularly to:

- Identify trends or recurring risks
- Inform training and support
- Improve safety and provision

This policy is reviewed annually or sooner if required by changes in legislation or practice.

15. Related Policies

- Safeguarding and Child Protection Policy
- First Aid Policy
- Health and Safety Policy
- Behaviour Policy
- Equality, Diversity and Inclusion Policy
- Data Protection Policy