**Beacon Alternative Provision**

**Incident Reporting Policy**

**A lighthouse with a light house in the background

AI-generated content may be incorrect.**

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**Incident Reporting Policy**

**Accidents and First Aid Events**

All injuries, near misses, or situations requiring first aid must be recorded in the designated First Aid Log.

* The report should be completed by the injured party, a witness, or the designated first aider.
* A detachable copy must be submitted to the centre’s Health & Safety Lead for secure storage.
* Entries will be reviewed quarterly to detect trends and address any recurring hazards.
* The Health & Safety Lead is also responsible for reporting notifiable incidents to the HSE under RIDDOR regulations (refer to the Health and Safety Policy).
* Injuries involving individuals under 16 years old must be communicated to parents/carers and relevant external bodies (e.g., social care).  
  See Appendix A for full accident reporting instructions.

**Safeguarding and Child Protection Concerns**

Any concerns relating to child safety or welfare should be reported to the DSL and recorded in the Safeguarding Record in accordance with the Beacon Safeguarding Policy.  
Reports may also be escalated to statutory services such as Children’s Social Care or the police when necessary.

**Major Behavioural Issues**

Incidents involving harm to staff or pupils, property damage, physical confrontations (including restraint), or criminal activity (e.g., theft, substance use, sexual misconduct) must be categorised as serious and recorded in the Beacon Incident Log.

* All such entries will automatically notify senior leadership.
* Each case must include details of actions taken or consequences applied.
* Relevant authorities (e.g., social care, police) should be informed as appropriate.
* Parents/carers and referring agencies must be notified of all serious incidents.

**Bullying Incidents**

Bullying refers to ongoing harmful behaviour—physical or emotional—deliberately targeted at an individual or group, especially when the victim finds it difficult to defend themselves.

* All suspected or actual incidents, even if isolated, must be recorded in the Incident log and clearly identified by type.
* Remarks that are discriminatory or malicious, whether one-off or repeated, must also be logged.
* Any interventions taken in response should be documented.

**Exclusions**

When an exclusion is issued, it must be recorded in the Incident log as a formal behavioural sanction.

* The system will support analysis and monitoring of exclusion trends over time.

**Post-Incident Risk Evaluation**

After any incident or emerging trend, staff should reassess existing risk assessments and update or create new ones to reduce future risks.

* This applies both to group-level reviews and individual cases where appropriate.

**Appendix A – Accident Documentation Guidelines**

For any accident at Beacon Alternative Provision, follow these steps:

* The incident must be logged by the person involved, a witness, or the first aider.
* Each entry must be uniquely numbered.
* All fields on the form must be filled in.
* Names of those responsible for accident recordkeeping at the centre should be listed clearly.
* Completed records must be stored securely in a locked file.
* Records and unused accident books should be retained for at least three years.