

Child Safety, Safeguarding, Incident Reporting and Staff Concern Procedure

1. Purpose

The safety, well-being, and protection of every child are the responsibility of all staff members. It is therefore essential that everyone follows the school's standards for **child safety, safeguarding, teaching and learning, professional conduct, and the relevant WBIS Standard Operating Procedures (SOPs)**.

Recent situations involving student behaviour, incidents and accidents, teaching and learning concerns, and staff-related matters have highlighted the importance of maintaining clear and accurate records.

Proper documentation provides the Safeguarding Team with appropriate information and evidence to review concerns and also supports the **Board of Management (BOM)** in making fair, informed, and evidence-based decisions.

Staff should understand the difference between:

1. **Incident and Accident Reports**
2. **Safeguarding or General Concerns**

2. Procedure for Incidents and Accidents

An **incident or accident** should be formally recorded whenever a staff member witnesses, manages, or becomes aware of an incident involving a student.

Example

During an Art lesson, a student accidentally knocks over paint and damages another student's artwork.

Although the situation may appear minor and may be resolved immediately, the incident should still be documented appropriately.

Required Procedure

Step 1: Ensure immediate safety

The staff member should first make sure that all students involved are safe and that the immediate situation is under control.

Step 2: Record the incident

The relevant staff member should complete the appropriate Incident/Accident Report Form.

The report should clearly and factually include:

- Date and time
- Location
- Names of the people involved
- Staff members present
- What happened before, during, and immediately after the incident
- Actions taken by staff
- How the situation was resolved
- Students' responses or reactions
- Any necessary follow-up action

Step 3: Obtain relevant staff records

Where appropriate, both the subject teacher and the class assistant teacher or homeroom teacher should provide the relevant information regarding what they personally witnessed or managed.

Staff should record **facts and direct observations**, rather than assumptions or personal opinions.

Step 4: Submit the report promptly

The completed information should be communicated through the school's designated reporting process to the relevant **HOC, DHOC, or Head of KS3**, as applicable.

Step 5: Maintain the record

If a parent or guardian later raises a complaint, the appropriate school leaders can refer to the original documentation to understand what occurred and how it was managed.

Failure to follow an applicable reporting procedure may be reviewed as part of staff performance management or the **Key Performance Indicator (KPI)** process, in accordance with the school's existing policies and procedures.

3. Procedure for Raising a Concern

A **concern** is different from an incident or accident.

A concern may arise when a staff member observes behaviour, circumstances, interactions, or changes that appear **unusual, repeated, concerning, or potentially relevant to student or staff safety and well-being**.

Staff members are not expected to investigate the matter themselves. Their responsibility is to **observe, record, and report appropriately**.

Example

A student enters or remains in a classroom after lunch when no supervising staff member is present.

Required Procedure

First observation:

Address the immediate situation appropriately. For example, ask the student to leave the unsupervised classroom and return to the appropriate supervised area.

Repeated observation:

If the behaviour happens again or develops into a pattern, record the details and raise the concern promptly with the appropriate **HOC, DHOC, Head of KS3, or Safeguarding Team**, according to the school's reporting structure.

The report should explain:

- What was observed
- When and where it happened
- Who was involved
- Whether it has happened previously
- What immediate action was taken
- Why the staff member believes the situation requires attention

4. Staff-to-Staff Concerns

Safeguarding and professional concerns are not limited to interactions between teachers and students.

If a staff member observes significant or concerning changes in another staff member's conduct or behaviour that may affect professional responsibilities, safety, or well-being, the matter should be raised through the appropriate reporting channel.

Depending on the nature of the concern, this may include the:

- HOC
- DHOC
- Head of KS3
- Safeguarding Team
- Senior Administrative Manager

Staff should report **specific observations and facts** rather than rumours, assumptions, or personal interpretations.

5. Confidentiality and Rumours

Confidentiality is extremely important.

Information relating to safeguarding concerns, incidents, staff matters, or other sensitive situations must **not be discussed with staff members who are not authorised or directly involved in managing the matter.**

For example, if a staff member hears that another employee may be leaving or resigning from the school:

- Do not spread the information.
- Do not contact the person simply to question them about the rumour.
- Do not discuss the matter with other unauthorised staff.
- If there is a legitimate professional or safeguarding concern, report the concern through the appropriate channel.

Employment-related matters should be handled through the school's authorised processes once formal information has been received.

Spreading unverified information may be considered a professional conduct matter under the school's applicable policies and procedures.

6. Repeated Concerns Regarding Students

Where concerns about a student's behaviour or well-being are raised repeatedly, they should be properly documented so that patterns can be reviewed.

Under the proposed procedure, **when concerns have been raised by teachers more than six times**, the Safeguarding Team should review the available records and evidence.

Subject to the school's safeguarding and safety policies, the next steps may include:

1. Reviewing previous concern reports and incident records.
2. Conducting appropriate observations.
3. Reviewing the student's circumstances and support needs.
4. Discussing the matter with the appropriate school personnel.
5. Communicating with parents or guardians where required under school procedure.
6. Determining appropriate support, intervention, monitoring, or further action.

The number of reports should act as a **trigger for review**, rather than automatically determining that a student or staff member has done something wrong.

7. Evidence and Safeguarding Decisions

Where the HOC or Safeguarding Team receives information or evidence relating to a concern, the matter should be managed according to the relevant **WBIS SOP and safeguarding procedures**.

Staff should not conduct their own investigation, confront individuals unnecessarily, or circulate sensitive information.

The basic principle is:

Observe → Ensure Safety → Record Facts → Report → Maintain Confidentiality → Allow the Authorised Team to Review and Act

8. Staff Responsibilities and KPI

All staff members are expected to:

- Follow child-safety and safeguarding procedures.
- Report incidents and accidents promptly.
- Record accurate and factual information.
- Raise legitimate concerns through appropriate channels.
- Protect confidential information.
- Avoid spreading rumours or unverified information.
- Cooperate with appropriate follow-up procedures.
- Follow the applicable WBIS SOP.
- Maintain professional conduct when dealing with students, colleagues, and parents.

Where applicable under existing school policy, compliance with required procedures may form part of staff **KPI and performance review processes**.

9. Quick Reporting Guide

Situation	Immediate Action	Record	Report To
Student accident or incident	Ensure safety and manage the situation	Incident/Accident Report	HOC / DHOC / Head of KS3
Unusual student behaviour	Address immediate safety concern	Concern Report if repeated or significant	HOC / DHOC / Head of KS3 / Safeguarding Team
Repeated student concerns	Continue factual documentation	Concern records	Safeguarding Team
Concerning staff behaviour	Do not investigate personally	Factual concern report	HOC / DHOC / Head of KS3 / Senior Administrative Manager
Rumour or sensitive information	Do not circulate or confront	Report only if there is a legitimate concern	Appropriate authorised leader
Parent complaint about an incident	Refer to existing records	Review documented evidence	Relevant school leadership

Core Principle



If you see it, respond appropriately. If it happens, record it. If you are concerned, report it. If it is confidential, protect it.

Accurate reporting is not intended to blame individuals. Its purpose is to **protect students, protect staff, provide reliable evidence, identify patterns early, and enable the school to make fair and appropriate decisions.**