



## Head of the Class Ltd INCIDENT POLICY

Head of the Class defines an 'incident' as any incident causing concern for the welfare of staff a student, parent or visitor that is not accidental. This may or may not have resulted in an injury.

This would include any situation where:

- it is necessary to restrain a student physically due to severe or dangerous behaviour
- an individual attempted to or actually caused deliberate harm to another person,
- an individual verbally abuses another person,
- a student attempts to escape from the premises,
- a student actually escapes from the premises,
- a student is removed without authorisation from the centre,
- a safeguarding incident,
- theft, burglary or vandalism.

This is not an exhaustive list, please refer to the incident folder for further examples of what should be recorded.

Physical intervention may be necessary when a student is at risk of harm or injury or causing harm or injury to another person. Where physical intervention is necessary the member of staff restraining the student will do so with the minimum and appropriate amount of force, and for the minimum amount of time required, and only if it is the only practical means of securing the welfare of the student.

Head of the Class has a commitment to the safety and wellbeing of students under the care of Head of the Class centre staff. Our Incident Policy is designed to protect the students, staff, parents and visitors to Head of the Class centres and ensure that any incident is dealt with appropriately. This policy works in conjunction with our Behaviour Management and Accident Policies, and is supported by our Centre Rules.

Where an incident takes place in at a Head of the Class centre the situation will be recorded in our Incident Folder.

### **The following details will be recorded:**

1. date and time the incident happened
2. student's full name and age
3. full name of the member(s) of staff or others involved
4. an account of the incident from a member of staff and any witnessed
5. an account of the incident from the students involved
6. how the incident was handled



# Head of the Class

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7. the outcome of the investigation
8. the signature of 2 members of Head of the Class staff (1 for the member of staff involved and the other as a witness to the event)
9. the signature of the parent/guardian on collecting the student
10. whether the incident requires reporting to Social Services/LADO or enforcing authorities such as Ofsted/Care Inspectorate

Head of the Class staff will notify the parent/guardians of the students involved in the incident when they come to collect them, or telephone them immediately, depending on the severity of the incident.

Head of the Class staff will review the student's behaviour with the parent and the student and agree the best course of action.

Head of the Class Ltd reserves the right to exclude a student from a Head of the Class Centre at any time. Parents are informed of this right in the Membership Handbook they are given when they join Head of the Class.

**N.B.** If the student is leaving the centre on their own and not being collected by a parent or guardian, the Managing Director or Assistant Managing Director will telephone them and notify them of the incident explaining that it has been recorded in the Incident Folder.

Serious incidents must be written up in an Incident Report and reported centrally to the Head of Ofsted, Safeguarding & Compliance. Records should always be made in pen so they cannot be edited or erased.