



‘Improving the quality of family life’

Serious Incident Reporting Policy

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1. Policy Statement

This policy sets out how the school identifies, manages and reports serious incidents.

As an independent special school and registered charity supporting pupils with autism using Applied Behaviour Analysis (ABA), robust incident management and reporting is essential.

This policy reflects statutory guidance including Keeping Children Safe in Education and Serious Incident Reporting guidance issued by the Charity Commission for England and Wales.

The school maintains clear incident records and reporting decisions to demonstrate effective safeguarding, governance and risk management in line with inspection expectations.

This policy should be read alongside:

- Child Protection and Safeguarding Policy
- Behaviour Support Policy
- Physical Intervention Policy
- Health and Safety Policy
- Data Protection Policy
- Whistleblowing Policy

2. Aims

- Protect pupils, staff and visitors
- Ensure safeguarding concerns are escalated quickly
- Ensure trustees are informed of significant risks
- Comply with Charity Commission, Ofsted and Health & Safety regulations
- Promote organisational learning following incidents

3. Definition of a Serious Incident

A serious incident is an event that results in or risks significant harm to beneficiaries, serious safeguarding concerns, financial loss, major operational disruption, or reputational damage.

As a specialist school supporting pupils with autism using Applied Behaviour Analysis (ABA), incidents may arise from behavioural escalation. Behaviour-related incidents, including those involving physical intervention, injury, or significant distress to a pupil, staff member or visitor, must be recorded and assessed under this policy alongside the Behaviour Support Policy and Physical Intervention Policy. Behaviour incidents resulting in injury, hospital treatment, or safeguarding concerns may meet the threshold for external reporting. Behaviour incidents involving physical intervention or restraint must also be recorded, reviewed and analysed to inform behaviour support plans and risk assessments.

4. Roles and Responsibilities

Trustees

- provide governance oversight

- review serious incidents and lessons learned
- report relevant issues to the Charity Commission

Headteacher

- oversee incident management
- determine regulatory reporting

Designated Safeguarding Lead

- assess safeguarding risk
- make referrals to Local Authority Designated Officer (LADO) and/or Children’s Services

Staff

- ensure pupil safety
- report incidents immediately

5. Risk Severity Assessment

Severity Level	Description	Examples	Action Required
Low	Minor incident with no injury	Minor behaviour event	Record and monitor
Medium	Incident requiring leadership review	Minor injury or escalation	Report to senior staff
Serious	Significant harm or safeguarding concern	Medical treatment required	Leadership review and possible reporting
Critical	Major harm, death or serious safeguarding breach	Hospitalisation, abuse allegation, major fraud	Immediate reporting to authorities and trustees

6. Serious Incident Escalation Flow

- Incident occurs
- Ensure immediate safety
- Inform Site Lead or Senior Leader and Designated Safeguarding Lead (DSL)
- Complete incident report
- Severity assessed using risk table
- External reporting undertaken where required
- Trustees notified as soon as reasonably practicable
- Post-incident review conducted

7. External Reporting Decision Tree

1) Did the incident cause serious harm or risk to pupils, staff or others?

- a) If health and safety related, assess against RIDDOR thresholds and report to HSE if appropriate. If not externally reportable, the incident must still be internally recorded and risk controls will be reviewed.
 - b) If safeguarding related, follow safeguarding policy and consider reporting to Police, LADO, Children's Services and the Trustees.
- 2) Did the incident involve fraud or financial loss? Consider report to police. Trustees to consider report to Charity Commission.
 - 3) Did the incident involve major data breach? Notify ICO
 - 4) Is there significant reputational risk? Trustees consider serious incident report to Charity Commission

8. RIDDOR Reporting Thresholds

The school will report incidents where required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Report to HSE if:

- Death resulting from a work-related incident
- Specified injuries (fractures, amputations, serious burns)
- Staff absence exceeding seven days due to workplace injury
- Pupil or visitor taken directly to hospital from school incident
- Dangerous occurrences such as structural collapse or fire

Appendix 1. Serious Incident Inspection Checklist for Trustees

Trustees to ensure oversight by checking:

- Are serious incidents recorded clearly and promptly?
- Is safeguarding escalation documented?
- Are trustees informed of serious incidents in a timely manner?
- Are external reporting duties fulfilled and recorded?
- Are lessons learned recorded and acted upon?
- Are risk assessments updated following incidents?

Appendix 2: Serious Incident Reporting Checklist

- Ensure immediate safety
- Provide first aid and call for medical assistance if needed
- Inform DSL and senior leadership
- Record incident details
- Assess risk severity
- Determine external reporting obligations
- Inform trustees
- Conduct review and update risk controls

Appendix 3: Serious Incident Report Form

Date		Time	
Location		Person Reporting	
Individuals Involved			
Incident Description			
Immediate Actions Taken			

Medical Treatment Required	
External Agencies Contacted	
Follow-up Actions	

Appendix 4: Trustee Serious Incident Log

Date	Site	Reported by	Incident Summary	Actions	External Agencies	Trustee Review

Revision

Version Update	March 2026
Review due	March 2027
Reviewed By	Sumen Starr
Approved by Board of Trustees on	March 2026