

# Department of Children, Young People, Education & Skills Policy

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Title	<b>Accident / Incidents of Violence &amp; Aggression Reporting Policy</b>
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## 1. Introduction

In line with best practice, the Department of Children, Young People, Education & Skills requires schools and all other Education Department sites to formally report notifiable accidents to the Department. (See below for a definition of a 'notifiable accident.')

In addition, any accident which is not severe enough to be notifiable should be recorded by the school on the internal accident register.

## 2. Scope

This policy applies to:

- notifiable accidents occurring to all students and staff on CYPES premises or while under Department supervision (e.g. visits/activities on & off island). It will also cover visitors, parents, contractors or any other members of the public
- incidents of violence and aggression against staff by adults and residents<sup>1</sup>

## 3. Definitions

### Notifiable Accidents

A notifiable accident is an incident which results in:

- death or major injury
- 24 hrs hospitalisation or
- more than three (3) days absence from school or work
- accidents / incidents involving a student / pupil / resident / contractor or a visitor (member of the public) (Lawful or unlawful) on any CYPES controlled premises requiring an ambulance call out or treatment at the Accident and Emergency section of the hospital.

A notifiable accident does not have to result in an injury to be notifiable and it may include an episode of an existing medical condition. It should still be reported if it meets the criteria above.

### Incidents of violence and aggression against staff by adults and residents

Any incident, in which an employee is abused threatened or assaulted by a member of the public (or staff / resident) in circumstances arising out of the course of their employment.

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<sup>1</sup> Residential children's homes. Incidents of violence & aggression by children in schools are recorded in SIMS not via the online form

## 4. Online Reporting

All 'Notifiable' accidents and Incidents of abuse against staff and residents by adults must be recorded using the [online form](#)<sup>2</sup>.

If an accident / incident is **NOT notifiable**, details should be recorded on the school or site's internal accident register. You are not required to return this register to the Department however it must be well maintained and available for inspection on request as part of the audit process.

If you have a 'near miss', this should also be recorded on your internal accident register as such. Depending on the nature of the near miss, it may also be appropriate to report this by phone or email to the Head of Facilities Management and/or the relevant Education Welfare Officer at the Department.

## 5. What Employees/Students/Contractors/Public must do

All Employees / Students / residents / Contractors / Public must notify their Line Manager / Head of School / Residential Manager **immediately** if any of the following occurs to an individual(s) whilst at work or if the incident occurs on CYPES controlled premises or an out of school activity / off-island visit:

- have an accident, (including those which do not result in an injury)
- are assaulted / including threatening behaviour / verbal abuse
- are diagnosed as suffering from an occupational related disease / condition

## 6. What the Head of / School / Department / Centre / Section must do

All accidents and incidents in the workplace must be reported to the person in charge, for example, Head of School, Centre, Registered Manager, Department or in their absence, another responsible officer.

The Head of School, Centre, Department, Section, Registered Manager or 'responsible person' must make sure that:

- a clear internal procedure is in place
- when necessary, the emergency services have been contacted.
- the injured person and others affected by the accident have received the appropriate treatment and support from a qualified First Aider
- lists of First Aiders are to be displayed in conspicuous locations throughout the premises and also where a first aid box is available
- the online Accident Record form must be completed immediately after a notifiable accident; an internal accident register to be completed for a non-notifiable accident)
- follow up and investigation is undertaken to remove the risk of the incident happening again, if safe to do so, for example, by closing down equipment, closing off danger areas, putting up warning signs etc

## 7. Safeguarding the Wellbeing of our Staff

The Head of / School / Department / Centre / Section has a duty to ensure, on behalf of the employer, so far as is reasonably practicable, that the health, safety and welfare at work of employees and the health and safety of others is safeguarded by:

- following up and investigating all incidents of unacceptable behaviour and where necessary identifying and implementing recommendations for improvement, with staff or other staff representatives
- assessing the risks to employees and others (including the risk of reasonably foreseeable violence) and implement steps to reduce these risks
- providing adequate information, instruction, training and supervision

- monitoring and reviewing arrangements put in place to reduce the risks to ensure they are effective
- establishing transparent processes to acknowledge the hazardous nature of any foreseeable incidents, and of any restrictive interventions
- ensuring staff are aware of how to report and record incidents (making them aware of this policy)
- in the event of an incident where injuries have occurred, ensuring that staff are referred for medical treatment and also referred to the occupational health service if necessary
- providing support and direct staff to external support and advice services following any incident
- carrying out regular (at least annually) reviews of risk assessments and procedures to ensure they remain adequate and relevant

## 8. Data Protection – releasing copies of records

**No other copies of the Accident Record and / or any other completed formal documentation are permitted to be released to any other party external to the Department of Children, Young People, Education & Skills. This includes parents and guardians.** If there is a request to release the form to a parent or guardian, contact the Department’s Head of Governance, as this amounts to a Subject Access Request (SAR).

## 9. Work Experience/Trident Programmes/third parties

The duty to provide first aid and to enact emergency procedures rests with the identified ‘employer’, and notification of accident/incidents involving students or pupils registered on and undertaking Work Related Education or Trident sponsored programmes rests with the notified employer. This also applies to an organisation in which out of school activities are being conducted.

The employer or organisation shall report notifiable accidents at the earliest opportunity and by the quickest means to the relevant College or School in which the student/pupil is enrolled. The Department’s Work Related Learning Manager and the Department’s Head of Facilities Management must also be notified by the school or college as per this accident reporting policy.

<b>Associated policies</b>	 Managing Unacceptable Behavior
<b>Revisions</b>	<p>First issued: 8 February 2008 by Head of Governance</p> <p><b>Revised edition:</b> Approved by SMT 5 November 2013 (removed the requirement for schools to return internal incident registers)</p> <p><b>Revised edition (2):</b> Approved by SMT 2 December 2014 (policy reduced in length; simplified accident form included)</p> <p><b>Revised edition (3):</b> Approved by the policy review group on 27 January 2016, policy name updated from ‘Accident Reporting Policy’ policy amended to reflect the Department’s new name; details of Department contacts updated; inclusion of Accident and Incident Reporting Process flowchart and removal of Accident Record form.</p> <p><b>Revised edition (4):</b> Policy amended to reflect departments name change, additions resident &amp; residential manager to reflect Children’s Service, author now changed to Head of Facilities Management from Head of Governance</p> <p><b>Revised edition (5):</b> Policy amended to include information about reporting incidents of abuse against staff by adults and made relevant to all CYPES sites. Section 7 added ‘Safeguarding the Wellbeing of our Staff’</p>

# Reporting Notifiable Accidents / Incidents or Incidents of Violence and Aggression against staff / residents V2.0

